

**NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT: SCNAC STATE SHARE DOCUMENTATION  
STATE SHARE WEEKLY TIME LOG  
FY 2009-2010**

*Record your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) Sign in blue ink and date the log on the last working day of the month and then give it to your program manager.*

Name:	Title:	Phone/email:
Site:	Grade:	District:

October					November					December				
Oct 1-3	Oct 4-10	Oct 11-17	Oct 18-24	Oct 25-31	Nov 1-7	Nov 8-14	Nov 15-21	Nov 22-28	Nov 29-30	Dec 1-5	Dec 6-12	Dec 13-19	Dec 20-26	Dec 27-31

**Total Logged Hours for 1st Quarter: \_\_\_\_\_**

**\* I certify that documented time is from Allowable Activities listed on this page.**

**Employee Signature (blue ink only)\* \_\_\_\_\_ Date \_\_\_\_\_**

**Supervisor/ Designee Signature (blue ink only)\* \_\_\_\_\_ Date \_\_\_\_\_**

***Examples of Allowable Activities to log above:***

**Children/Student Nutrition Education in a Classroom or Group**

**Setting:**

- Harvest of the Month activities
- Nutrition education integrated into daily routines and/or lesson plans
- Create artwork/essays on the topic of nutrition
- Read books with a nutrition theme
- Bulletin boards/door murals that support good nutrition and increase physical activity
- Discuss breakfast and lunch menu choices in relation to the components of a healthy nutritious meal
- Teach nutrition via CD ROM/Internet/Computer programs
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- Garden-based nutrition education
- Nutrition education field trips (do not include travel time or costs) such as tours of farmers' markets
- Nutrition promotion activities in the cafeteria or meal area
- Nutrition education in nurse's/health aide office

**Nutrition Education at Special Events:**

- Nutrition education at special events - health fairs, Open House, Back to School Night, carnivals, assemblies, fund raisers, etc.

**Physical Activity Promotion:**

- Present one-time physical activity demonstration that educates and promotes physical activity as a component of a broader nutrition education intervention
- Promote healthy active lifestyles as a component of a nutrition education intervention (e.g. Shape of Yoga)
- Give advice on where to access low- or no-cost physical activities

**Adult Nutrition Education in Classroom, Group or Individual**

**Settings:**

- Adult nutrition education classes/seminars/workshops
- Talk with parents or distribute information about nutrition/physical activity promotion
- Connect families with community resources that promote healthy eating and physical activity
- Conduct cooking classes and/or taste tests with healthy foods

**Nutrition Promotion Activities:**

- Disseminate information and promote nutrition education at meetings, conferences, and other events
- Disseminate press releases, press kits, PSA's, or other nutrition education and physical activity promotional materials linked with nutrition
- Disseminate newsletters, videos, CDs, or web pages on good nutrition or physical activity promotion
- Media outreach for events targeting food stamp eligibles that promote good nutrition
- Provide nutrition information or technical assistance to community leaders who work with food stamp eligibles

**Staff Training/Professional Development:**

- Nutrition Education Training - attending workshops, seminars and other training events that support nutrition education and physical activity promotion

**Administrative Tasks Related to the Network:**

- Time completing documentation for *Network* contracts
- Fiscal/accounting duties (e.g. invoicing)
- General clerical tasks in support of *Network* projects

<b>FOR OFFICE USE ONLY:</b>	Salary/Year _____	or Hourly Rate _____	Benefits % _____
Total Personnel Salary _____	Total Benefits _____	Total Hours Logged _____	

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January					February					March				
Jan 1-2	Jan 3-9	Jan 10-16	Jan 17-23	Jan 24-31	Feb 1-6	Feb 7-13	Feb 14-20	Feb 21-27	Feb 28	Mar 1-6	Mar 7-13	Mar 14-20	Mar 21-27	Mar 28-31

**Total Logged Hours for 2nd Quarter: \_\_\_\_\_**

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**Supervisor/ Designee Signature (blue ink only)\* \_\_\_\_\_ Date \_\_\_\_\_**

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- Nutrition education field trips (do not include travel time or costs) such as tours of farmers' markets
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April					May					June				
Apr 1-3	Apr 4-10	Apr 11-17	Apr 18-24	Apr 25-30	May 1-8	May 9-15	May 16-22	May 23-29	May 30-31	Jun 1-5	Jun 6-12	Jun 13-19	Jun 20-26	Jun 27-30

**Total Logged Hours for 3rd Quarter: \_\_\_\_\_**

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**Employee Signature (blue ink only)\* \_\_\_\_\_ Date \_\_\_\_\_**

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July					August					September				
Jul 1-3	Jul 4-10	Jul 11-17	Jul 18-24	Jul 25-31	Aug 1-7	Aug 8-14	Aug 15-21	Aug 22-28	Aug 29-31	Sep 1-4	Sep 5-11	Sep 12-18	Sep 19-25	Sep 26-30

**Total Logged Hours for 4th Quarter: \_\_\_\_\_**

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