Contractor Name: _____ Contract #: _____ Project Coordinator: _____

***NETWORK FOR A HEALTHY CALIFORNIA* CONTRACTS**

WEEKLY TIME LOG 200__ - 200__

Please check one box only:

[ ] State Share (Non-*Network* funds)

[ ] Federal Share (*Network* sponsored activities) and other special projects (e.g., Regional Networks, faith-based, etc.)

Employee Name: _____ Employee #:_____

Title:_____ Phone #:_____ Location:_____

Due Date: Please turn in by _____ to _____ (*name of Project Coordinator)*

Allowable Categories ***See page 2 for Allowable Activities***	**Month:**_____	**Month:**_____	**Month:**_____
Child/Student Nutrition Education in a Classroom Setting	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
Child/Student Nutrition Education Outside a Classroom Setting, (as a component of a structured program)	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
Adult Nutrition Education in Classroom, Group, or Individual Settings	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
Nutrition Education at Special Events	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
Physical Activity Promotion (as a component of a broader nutrition education intervention)	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
Nutrition Education Project Evaluation	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
Nutrition Promotion Activities	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
Staff Training/Professional Development	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
Administrative Tasks Related to the *Network* Contract	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
Other Activities (Please list—see page 2 for additional space)	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off, next to the hours)	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5	___ ___ ___ ___ ___ wk1 wk2 wk3 wk4 wk5
TOTAL MONTHLY HOURS	_____	_____	_____

TOTAL QUARTERLY HOURS LOGGED_____ Employee Signature (**required**)*_____ Date_____

Supervisor/Designee Signature (**required)***_____ Date_____

Pay Rate_$_____/hour/day/month (circle one) * I certify that documented time is from Allowable Activities listed on page 2 of this form.

INSTRUCTIONS:

1. **Mark either the "State Share" or "Federal Share" box at the top of the form. (Note: LIAs must use a separate form for documenting State Share vs. Federal Share activities. Regional Networks, faith-based, and other special projects should only check "Federal Share").**
2. **Write the number of hours worked above the appropriate week number (e.g., wk1), corresponding with the appropriate Allowable Category. (Note: Documented time must be from Allowable Activities listed on page 2 of this form, and hours must be entered on a weekly basis.)**
3. **Paid time off (e.g., vacation, sick leave, holiday time, etc.) should be recorded as the actual paid vacation, paid sick time or paid holiday time earned per the organization's policies. These types of earnings must be prorated by the FTE budgeted in the contract –e.g., if a .50 FTE employee takes a vacation day, that employee would record 4 hours of vacation time for that day.**
4. **Record time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) (Note: Time must be recorded on a weekly basis for all months in the quarter.) At the end of each month, total each column in the "TOTAL MONTHLY HOURS" boxes at the bottom. Add up the "TOTAL MONTHLY HOURS" and enter this amount into the space marked "TOTAL QUARTERLY HOURS LOGGED".**
5. **Enter your hourly, daily, or monthly rate of pay, as applicable. Sign and date the log, and give it to your supervisor for signature.**

updated 11/30/06

Examples of Allowable Activities
(All activities must be directed toward food stamp eligible households in the community.)

Child/Student Nutrition Education in a Classroom Setting:
- Nutrition education classes using approved resources (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- Teach nutrition via CD ROM/ Internet/computer programs.
- Teaching nutrition education as a stand alone subject area or integrated with math, language art, science, social studies, or other subject areas.

Child/Student Nutrition Education outside a Classroom Setting (as a component of a structured program):
- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- Garden based nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).
- Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month).

Adult Nutrition Education in Classroom, Group, or Individual Settings
- Adult nutrition education classes using approved program (e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- Teach nutrition education via CD ROM/ Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

Nutrition Education at Special Events (children/students & adults)
- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, school assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency require income targeting data.

Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (children/students & adults)
- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstrations that educate about and promote physical activity.

Nutrition Education Project Evaluation:
- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs

Nutrition Promotion Activities:
- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. Harvest of the Month or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

Staff Training/Professional Development:
- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

Administrative Tasks Related to the *Network* Contract:
- Spend time completing documentation for the *Network* contract (e.g. progress reports, weekly time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of *Network* projects (e.g., travel claims, photocopying)

Other Activities:
(Must be listed in approved Scope of Work or Project Summary)

_____
_____
_____
_____

Paid Time Off
- Examples of paid time off include vacation, sick leave, holiday time, annual leave, and maternity leave.

updated 11/30/06