

Network for a Healthy California—LAUSD

ROLES AND RESPONSIBILITIES OF PARTICIPANTS

Please see the Getting Started Guide for a quick reference of the roles and responsibilities of participants and ways that participants can log their 35 or more hours of nutrition education.

Participants should assist the school Leadership Team to plan, coordinate, and evaluate nutrition education activities. The following is a list of the key roles of participants:

Action Plan

- Contribute to the development of the Action Plan and participate in the implementation and evaluation of the Action Award with support from the school Leadership Team.
- Inform the school community about *Network* activities and opportunities.
- Become familiar with and utilize cooking supplies and/or other *Network* resources.
- Request support from the Lead Teacher as needed.

Logs

- Participants log hours of nutrition education during their regular paid time, and document these hours on the Weekly Individual Time Log form.
- The objective is for all participants to complete a minimum of 35 hours of nutrition education during the funding year.
- Participants may use materials listed in the Resource section of the *Network for a Healthy California—LAUSD* Web site for nutrition education. Ask your Lead Teacher to share other nutrition education resources with you.
- Correctly record actual time spent on nutrition education each week on the Weekly Individual Time Log form.
- Submit a copy of your Weekly Individual Time Log form to your Lead Teacher on or before the due date established by the Lead Teacher at the end of each logging period (due dates for logging periods are listed on Weekly Individual Time Log form).
- **Any participant who does not submit accurate, properly completed Weekly Individual Time Logs to the Lead Teacher by the deadlines will jeopardize the school's *Network for a Healthy California—LAUSD* participation and funding.**
- Be willing to log hours online.
- Participate in all *Network* trainings, including log training, conducted by the Lead Teacher.

Data & Documentation

- Keep copies of all documents utilized in nutrition education (lesson plans, planning book, etc.). Periodically participants may be asked to share innovative strategies with others.
- If you change schools during the Award year, please make sure you inform your Lead Teacher and the *Network*.
- Keep a copy of the Weekly Individual Time Log form you submit to your Lead Teacher.
- Complete an evaluation for each contracted service in which you participate.

Budget & Expenditures

- In order to receive compensation for *Network*-related work performed outside of your regular paid time (*Network*-funded Professional Expert Pay), you must have prior approval from your Lead Teacher.

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ROLES AND RESPONSIBILITIES OF PARTICIPANTScontinued

- Work with your Lead Teacher to make sure you report your hours on the Lead Teacher/Professional Expert Time Report and submit it at the end of the pay period to the Lead Teacher for approval and submission to the *Network* office.
- Keep a copy of your Lead Teacher/Professional Expert Time Report(s) and give the originals to the Lead Teacher.
- Funding will not be carried over to the following Award year. Funds need to be spent for the current Award year by the deadlines. Overspending in any budget area will be the responsibility of the school to repay.

Harvest of the Month

- Sign up monthly on the Harvest of the Month Produce Order Form by the date designated by the Lead Teacher.
- Communicate and work with the Lead Teacher on the delivery and distribution of the Harvest of the Month produce and newsletters.
- Utilize the *Harvest of the Month* produce and newsletters to help you log your hours of nutrition education.
- Copy and send home the Harvest of the Month Parent Newsletter.

I have read the Roles and Responsibilities of Participants. I understand that by signing the Intent to Participate, I agree to abide by these roles and responsibilities.

Participant Name: _____ **Signature:** _____
(please print)

Date: _____

NOTE: On the Intent to Participate, each participant will need to initial that he/she has read the Roles and Responsibilities of Participants.