



Network for a Healthy California—LAUSD
2008-2009 WEEKLY INDIVIDUAL TIME LOG
Reporting Period 2 - January 1 to March 20, 2009
(Due to your Lead Teacher by the established due date)

Name:	Employee #:
Title:	Phone Number:
Grade:	Number of Students in Class:
School:	Location Code:

This is a legal document, please complete all information legibly and in INK!
 Instructions: 1. Complete the top section. 2. Allowable Nutrition Education Activities: write the number of hours worked in the box for appropriate week (e.g. 1st), corresponding with the appropriate activity. 3. Record time in 15 minute increments, using decimals to record partial-hour increments (i.e. .25, .50, .75). (Note: time must be recorded on a weekly basis for all months in the quarter.) At the end of each period, total each column in the "TOTAL HOURS" boxes at the right. Add up the "TOTAL HOURS" and enter this amount into the space marked "TOTAL QUARTERLY HOURS LOGGED". 4. Sign and date the log and give it to your Lead Teacher for signature. **Please do not write in the shaded areas. THIS FORM MUST BE SIGNED AND DATED by you and the Lead Teacher/Alternate Lead Teacher.**

ALLOWABLE ACTIVITIES	JANUARY					FEBRUARY					MARCH					TOTAL ACTIVITY HOURS
	Week					Week					Week					
	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	
NUTRITION EDUCATION FOR STUDENTS	1-2	5-9	12-16	19-23	26-30	2-6	9-13	16-20	23-27		2-6	9-13	16-20			
Nutrition education in the classroom, such as using fruits and vegetables in a lesson plan, or integrating nutrition education into daily routines and/or subject areas. (This also includes nutrition education with Physical Education.)																
Garden-based nutrition education.																
Nutrition education through classroom cooking.																
Nutrition education during meal or recess times.																
Nutrition education through school field trips (excluding transportation costs).																
Nutrition education through school cafeteria tours.																
Physical Activity promotion as a component of nutrition education.* (see reverse side)																
Preparing nutrition education materials for school publications, bulletin boards, kiosk, etc.																
Coordinating Harvest of the Month activities.																
Nutrition education in other school offices by nurses or administrators.																
NUTRITION EDUCATION AT SPECIAL EVENTS																
Coordinate and promote nutrition education or nutrition education with a physical activity component at school community events (e.g. Back to School, health fairs, Walk to School week, PTA, etc.).																
NUTRITION EDUCATION FOR PARENTS																
Educate parents about nutrition, physical activity promotion and food safety.																
SCHOOL-WIDE NUTRITION PROMOTION/MARKETING/SCHOOL																
Promote healthy eating, nutrition and physical activity, or food stamps to the school community.																
Promote healthy school environment.																
Use local media to promote nutrition education.																
STAFF TRAINING & PROFESSIONAL DEVELOPMENT																
Train staff on nutrition education or <i>Network</i> activities during regular school hours.																
Total Weekly Hours																
Total Quarterly Hours Logged															↑	

Date:	Participant's Signature:
<i>Your signature on this form verifies that you have accurately and completely filled out this Weekly Individual Time Log.</i>	
Date:	Lead Teacher's Signature:
<i>Your signature on this form verifies that you have reviewed this Weekly Individual Time Log and that it was completed correctly.</i>	