

ROLES AND RESPONSIBILITIES OF PARTICIPANTS SUMMER HARVEST OF THE MONTH PROGRAM

Participant teachers play an important role in delivering nutrition education to their students. Participants can also assist the school Leadership Team to plan, coordinate and evaluate nutrition education activities, and help to find solutions to challenges. The following is a list of roles and responsibilities of participants:

Logs

- Sign the Intent to Participate to show your commitment to logging nutrition education hours.
- After acceptance of your school to the Summer Harvest of the Month Program, complete mandatory training on logging guidelines and procedures presented by your Lead Teacher.
- Use activities and materials listed in the Harvest of the Month newsletter and/or utilize the resource section of the *Network for a Healthy California—LAUSD* Web site or binder for nutrition education. Ask your Lead Teacher to share these nutrition education resources with you as well as others.
- Teach and integrate nutrition education during the school day.
- Record actual time spent on nutrition education each week on the Weekly Individual Time Log.
- Review your Weekly Individual Time Log for completeness and accuracy. Date and sign your time log at the end of the reporting period.
- Submit your original Weekly Individual Time Log to your Lead Teacher by 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.
- Keep a copy of the Weekly Individual Time Log that you submit to your Lead Teacher.

Any participant who does not submit accurate, properly completed Weekly Time Logs to the Lead Teacher by the due dates will jeopardize the school's *Network for a Healthy California—LAUSD* participation and funding for the upcoming school year.

Your Lead Teacher is responsible for recording the hours from the Weekly Individual Time Log on the Lead Teacher Summary Log for all participants at the school and submitting them to the *Network*.

Harvest of the Month

- Sign up monthly on the Harvest of the Month Produce Order form by the date designated by the Lead Teacher.
- Read and review the Harvest of the Month newsletter and find activities to help you in teaching nutrition education to your students.
- 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 by signing the Intent to Participate and this form, I agree to abide by these roles and responsibilities.

Participant Name: _____
(Please Print)

Signature: _____

Date: _____

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