

Sample Instruments

NUTRITION EDUCATION

Healthy Futures Focus Area

Output: Number of unduplicated children and youth receiving nutrition education with the purpose of reducing childhood obesity (H6).

Sample Instruments (H6)

Nutrition Education Multiple Session Attendance Log

This instrument can be used to track the number of children/youth who participate in a series of sessions/classes or events in the nutrition education program. This log collects output data on the dosage, or level of participation of individuals.

Nutrition Education Program Summary Sheet

This instrument should be used only if you have a program that offers services in a structured format with a finite number of units (e.g., a ten session nutrition education program), where children and youth do not repeat the service, and after collecting data on the “Nutrition Education Multiple Session Attendance Log”. This instrument summarizes the events by transferring the total number of unduplicated children/youth from the attendance log, making it easier to aggregate the total number of individuals that participated in your nutrition education program during a program year.

Nutrition Education Multiple Session Attendance Log

Instructions

What is the purpose?	To determine how many children and youth attended the nutrition education program, and which sessions (classes, events) they attended. To determine how many children and youth completed the nutrition education program as measured by attending a minimal number of sessions (e.g., must attend 8 of 10 sessions).
Who should complete this instrument?	A designated person (e.g. the facilitator) should be responsible for taking attendance at all sessions.
When should we complete this instrument?	At the start of every scheduled session.
What should we do to prepare?	<p>Modify the “Nutrition Education Multiple Session Attendance Log” to fit your nutrition education program’s schedule. Enter the names of the children and youth in alphabetical order, and the names and dates of the scheduled sessions.</p> <p>The Log has columns for six sessions; if you have more than six sessions, use additional logs or modify the document.</p>
What should we do afterwards?	Keep all the attendance logs together in a safe place; these are your data . You will aggregate these data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who participate in your nutrition education program. It is recommended that you develop the “Nutrition Education Multiple Session Attendance Log” as an electronic attendance system (e.g., Excel Spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document these outputs.

Nutrition Education Multiple Session Attendance Log

Program Name: _____ **Course Name:** _____

Person completing this Log: _____ **Program Year:** _____

Instructions: Enter the names of the children and youth in the first column; enter the title and date of each scheduled session in the top row. Record attendance at each session (put in a “1” when the child/youth attends). When the course is finished, count the number of children/youth who participated and the number that met the program’s completion requirement.¹ Note the number that met the completion requirement in the “total” statement at the bottom of this sheet.

Child/Youth Name		Session Title:	Total Sessions Attended					
Last	First	Date:	Date:	Date:	Date:	Date:	Date:	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

Total number of children and youth that completed the required number (____) of sessions: _____.

¹ To be counted as “complete participation”, children and youth must attend at least ____ sessions.

Nutrition Education Program Summary Sheet

Instructions

What is the purpose?	To determine the total number of children and youth that attended your nutrition education program during the entire program year. This instrument should be used only if you have a program that offers services in a structured format with a finite number of units (e.g., a ten session nutrition education program), where children and youth do not repeat the service. Unduplicated data collected by the "Nutrition Education Multiple Session Tracking Log" is entered into this summary, the "Nutrition Education Program Summary Sheet", to determine if you met your output target.
Who should complete this instrument?	The person responsible for aggregating data and reporting results should complete the "Nutrition Education Program Summary Sheet."
When should we complete this instrument?	The "Nutrition Education Program Summary Sheet" can be completed at the end of each reporting cycle or as data come in from the "Nutrition Education Multiple Session Attendance Log".
What should we do to prepare?	The "Nutrition Education Program Summary Sheet" has rows for 15 events; if you have more than 15 events, use additional sheets or modify the document. This format can also be adapted to a spreadsheet (e.g., Excel Spreadsheet) with formulas for totaling numbers of children and youth.
What should we do afterwards?	Different forms can be developed/used to document unduplicated individuals who participate in your nutrition education program. It is recommended that you develop the "Nutrition Education Program Summary Sheet" as an electronic attendance system (e.g., Excel Spreadsheet). Keep the document in a safe place as it provides evidence that you served children and youth.

Nutrition Education Program Summary Sheet

Instructions: Enter the title of each Nutrition education program event or course. Use several summary sheets if necessary. Enter the location, date(s), and supervisor or instructor of each event or course. Enter the number of unduplicated children and youth for each event or course and the number that completed the program.

Nutrition Education Program Event or Course	Location	Date(s)	Supervisor or Instructor	Total # of Children/Youth ²	# of Children/Youth Completing Program*
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total number of children and youth completing the program (H6):

² Unduplicated children and youth