

Packet Assembly and Data Submission Instructions for Adult Classes

NOTE: Always make sure you are using the most recent forms by getting them from www.efnephelps.org.

Email all packets to: efnep.info@njaes.rutgers.edu within **2** days of the data collection! The file name and subject line on the email should be named the same. It should be numbered to include: fiscal year, county code, group code and packet number.

For example, the first group (001) that would end in federal fiscal year '20 (October 1, 2019 – September 30, 2020), in Passaic County's (code 6) packets would be numbered with "fiscal year, county code, group code-packet number," so:

- Its "pre" packet number would be: 206001-1,
- Its "final" packet number would be: 206001-2

Each Pre-Packet must include:

- A Cover Sheet (please check off pre and whether it's English, Spanish or both)
- A "Participating Partnership Agreement"
- "Getting to Know You" forms
- Entry Food and Physical Activity Questionnaires
- Entry Diet Recalls

Each Final Packet must include:

- A Cover Sheet (please check off final and whether it's English, Spanish or both)
- Site Issue Form (if needed)
- Volunteer Registration Forms
- Attendance Summary Sheets
- Sign-In Sheets
- Exit Food and Physical Activity Questionnaires
- Exit Diet Recalls
- Drop Forms
- Tally Sheet
- Lesson Plan