



# Michigan Nutrition Network at MSU Extension Mid-Year Report

Reporting Period: October 1 – March 31

Agency:

Name, Title, and Contact Information for Project Coordinator:

Telephone:

FAX:

E-mail Address:

Physical Address:

Mailing Address:

Title of Project:

Project Goal(s)

Project Objectives(s)

- Increase the consumption of fruits and vegetables, whole grains, and nonfat or low-fat milk or dairy products. (Children younger than two should receive whole milk or dairy products.)
- Increase participation in a physically active lifestyle.
- Promote the need to balance caloric intake from food and beverages with calories expended.

**Please respond to each question/statement below and complete the information requested in each table.**

1. Interventions

- a. Describe what you have done, how often, where (using the chart below), and for whom.
  - i. If your project took place in school buildings, be sure to indicate the percent eligibility for free/reduced-price school meals for each school  
([http://www.michigan.gov/documents/oct01\\_14648\\_7.pdf](http://www.michigan.gov/documents/oct01_14648_7.pdf))

Identify the types and quantity of sites where you provided nutrition education. Each individual site only needs to be reported once. For example, if you delivered a program at the First Street Church and four programs at the Second Street Church these locations would count as two (2) churches. Report the number of unduplicated sites (locations), without regard to the number of programs provided at each site.

Site Type	# of Unduplicated Sites
Adult Education & Job Training Sites	
Adult Rehabilitation Sites	
Worksites	
Community Centers	
Elderly Service Centers	
Emergency Food Assistance Sites	
Extension Offices	
Farmers Markets	
Food Stamp Offices	
Food Stores	
Public Housing	
Individual Homes	
Libraries	
Churches	
Public/Community Health Centers	
Public Schools	
Head Start Programs	
Other Youth Education Sites (includes Parks and Recreation)	
Shelters	
WIC Programs	
Other: (Please Specify)	

**Comment [A1]:** Report each site only once regardless of the number of times you delivered nutrition education at a particular site.  
Example: 4 nutrition classes at Good Food Garden would count as 1.

**Comment [A2]:** Remember to indicate the name of the school and the % eligibility for free and reduced priced lunch above in Section I.a.i.

**Comment [A3]:** Please make sure that you do not use this category if the site can fit into an above category. For example: If a farmers market is held in the parking lot of a community health center, please mark community health center instead of Other (Parking Lot).

**Comment [A4]:** 1 unduplicated item = 1 educational material.  
Examples  
1. 1 pedometer = 1 item  
2. 1 pedometer and 1 in-house created trail map (created using SNAP-Ed funds) = 2 items  
3. 1 pedometer distributed at the famers market and the same pedometer distributed at the community garden = 1 item

**Comment [A5]:** An individual can only be counted once.  
Examples  
1. 1 pedometer is distributed to 8 people who attend a series class. # of people receiving promo material with nut. Ed message = 8.  
2. 1 pedometer and a 1 daily recipe calendar is distributed to 8 people who attend a series class. # of people receiving promo material with nut. Ed message = 8 and # of people receiving calendar = 8.  
3. 1 person from the original series class attends a second series class with 7 other people where the same exact materials are distributed. The person from the original series class cannot be counted a second time. Therefore, the total # of people receiving calendars for Oct. – April = 15 (8+7).  
4. Do your best to track these numbers. It may not be as simple as I am describing.

Report the TYPE(S) of EDUCATIONAL MATERIALS used in your project.

Method	Indirect Participation	
	# Unduplicated Items	# People (Unduplicated) Receiving Items
Fact Sheets/Pamphlets/Newsletters		
Posters		
Calendars		
Promotional Materials w/Nutrition Message		
Websites		

Electronic (e-mail) Materials/Info Distribution		
Videos/CD Rom		
Other (Specify)		
Other (Specify)		
Other (Specify)		

Please provide information for your program participants for as many of the following demographic characteristics as possible. NOTE: Actual numbers are preferred but if they are not available you can use estimates. Please indicate whether the numbers are actual or estimates...in the space provided. (Double click box and change the default value from *not checked* to *checked*.)

AGE of Program Participants       Actual       Estimates

**Comment [A6]:** You know exactly how many people participated because they were tracked in some way.  
**Comment [A7]:** Please indicate how you estimated the number of participants.

Participants	# of Food Stamp Eligibles	# of non-Food Stamp Eligibles	Total # of Participants
Less than 5 Years			
5 – 17 Years			
18 – 59 Years			
60 Years or More			
All Ages Combined			

Race and ethnicity is collected based on the categories established by the 2000 Census. This chart provides space for reporting single race, more than one race, and for dividing all the results by Hispanic/Latino ethnicity. Do the best you can to report the race and ethnicity of the participants you serve. Race and ethnicity total should equal the total number of participants identified in the AGE table above.

RACE AND ETHNICITY       Actual       Estimates

**Comment [A8]:** Please see above for instructions

		Number of Hispanic or Latino Participants by Race	Number of Non-Hispanic/Latino Participants by Race	Total by Race
Individuals Reporting ONLY ONE RACE	American Indian or Alaska Native			
	Asian			
	Black or African American			

	Native Hawaiian or Other Pacific Islander			
	White			
Individuals Reporting MULTIPLE RACES	American Indian or Alaska Native and White			
	Asian and White			
	Black or African American and White			
	American Indian or Alaska Native and Black			
	ALL Others Reporting More Than One Race			
	TOTAL by Ethnicity			

*Contacts* represent the number of times you interact with *each* individual your program serves. For example, if I participate in your program, and there are eight times during the course of the program that we have some kind of nutrition education contact – I would count as 8 contacts.

CONTACTS with Program Participants     Actual     Estimates

<b>Contacts</b>	<b>Contacts w/Participating Food Stamp Eligibles</b>	<b>Contacts w/Participating non-Food Stamp Eligibles</b>	<b>Total Contacts w/Participants</b>
Less than 5 Years			
5 – 17 Years			
18 – 59 Years			
60 Years or More			
All Ages Combined			

*Nutrition education* is defined in the Guidance as a SET of learning experiences designed to facilitate the voluntary adoption of the desired behavior. This item asks for information on those learning experiences – how many times did you interact with the participant, for how long, and were any of the interactions by telephone or computer?

INTERACTIONS with Participants  Actual  Estimates

Interactions	Number of Interactions	Time Range Per Interaction (in Minutes)	% Delivered by Telephone or Computer
Single Interaction (for Promotion)			
2 to 4 Interactions			
5 to 9 Interactions			
10 or More Interactions			

Report the SIZE OF THE AUDIENCE reached through COMMUNICATION AND EVENTS

Communication/Event	Estimated # of FSNE Eligible People Reached	Source of Support Materials for Campaign/Event
Nutrition Education Radio Interviews		
Nutrition Education TV Interviews		
Nutrition Education Articles in Newspaper		
Signage (workshops flyer distribution and posting in community sites)		
Community Events/Fairs – in which you participated		
Community Events/Fairs – you only sponsored		
Other		

**Comment [A9]:** This box is confusing because it actually refers to how you estimated the # of FSNE eligible people reached. See below for the source numbers:  
 1 = commercial market data on audience size (Example: # of people in certain census tracts that are part of a newspaper reader area)  
 2 = survey of target audience (Example: An actual count based on surveys distributed at an event or to populations that may have heard/seen the communication)  
 3 = visual estimate  
 4 = other (please indicate)

**Return by April 15, 2009 to:**

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