

EFNEP

Expanded Food & Nutrition Education Program

Baltimore City Extension Office
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EFNEP is a federally funded program and part of the University of Maryland Extension.

EFNEP Nutrition Workshop Agreement

Expanded Food and Nutrition Education Program (EFNEP) appreciates your willingness to partner as a host site for nutrition education workshops. You are providing a great opportunity in your community to increase knowledge and practical skills in nutrition. EFNEP provides the resources to accomplish this important goal through the expertise of Nutrition Educators implementing a series of up-to-date, informative, and relevant workshops focused on nutrition education. (*A "series" includes a minimum of 6-8 workshops with each workshop at least an hour long. EFNEP prefers workshops take place either weekly or bi-weekly.*)

In order for EFNEP to be effective, we have expectations of our agency coordinator. Please review these expectations as well as what EFNEP Nutrition Educators will commit to provide. In addition, we also ask all workshop participants to fill out a Food Recall, which is used to measure the impact of EFNEP. Please discuss any questions you have about these expectations with the EFNEP Nutrition Educator before signing this Workshop Agreement. It is important that both parties identify and clarify expectations prior to beginning the series of workshops.

Expectations and Guidelines

Agency Contact:

1. Will serve as contact person for Nutrition Educator regarding workshops.
2. Will ensure flyers about nutrition workshops are posted and distributed at agency.
3. Will actively recruit with the goal of a **minimum of 5 participants** for each workshop and each participant will attend the entire series of workshops. (*If participation drops below 5 participants for more than two sessions, EFNEP cannot continue with series.*)
4. Will oversee space and scheduling logistics regarding workshop and make sure it is accessible for each workshop.
5. Will serve as the liaison between Nutrition Educator and other staff/volunteers/ at agency where workshops take place.

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EFNEP Nutrition Educators:

1. Will provide information for outreach flyers.
2. Will serve as contact for Agency contact regarding the EFNEP program and effectively address concerns and questions.
3. Will provide all materials, curriculum, attendance sheets and will coordinate workshop evaluations.
4. Will present a series of workshops as agreed upon by the site. (Listed below is # of workshops in the series.)
5. Will consistently provide quality services administered in a professional manner and ensure non-discriminatory participation and equal access is followed at each workshop.

Name and Address of Agency where workshops will take place: (Include zip code):

Director of Agency: _____

Agency Contact for EFNEP: _____

Tel. No. _____

E-mail: _____

Alternate # _____

Date Workshops Begin: _____

- Weekly?
- Bi-weekly?
- Monthly?

How many Workshops in the series: _____

Estimated date workshop will be completed: _____

Participants in Workshops:

- Adults
- Youth
- Grandparents
- Pregnant Teens
- Teen Parents
- Other- Specify _____

Time of Workshops:

Start Time _____ End Time _____

Expected # of participants _____

Signatures of Agreement

(Name of Agency Contact), (Title) Date

(Name of Nutrition Educator), ENEP Nutrition Educator Date

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