

Eating Smart • Being Active **Program Implementation Guide**

Eating Smart • Being Active is a healthy eating and active living curriculum designed to be taught to limited-resource adults. The curriculum consists of nine core lessons, each designed to be taught in 75-120 minutes. All participant materials are available in English and Spanish. ***Eating Smart • Being Active*** can be used to teach adults 1-on-1 or in small groups (2-12 people). While the materials could be used in larger groups, adult learning principles guide us toward smaller groups to encourage greater participant involvement and enhanced learning.

The ***Eating Smart • Being Active*** curriculum was revised most recently in 2023 to reflect the 2020-2025 Dietary Guidelines for Americans, MyPlate, and the 2018 Physical Activity Guidelines for Americans. The 2023 version of ***Eating Smart • Being Active*** also includes updated food product labels with the new Nutrition Facts Label and enhanced tools to aid peer educators in planning and packing for lessons and for teaching participants food preparation skills.

The 9 Core Lessons

The nine core lessons of the curriculum include the latest, research-based information from the 2020-2025 Dietary Guidelines for Americans, MyPlate, and the 2018 Physical Activity Guidelines for Americans. The lesson plans of ***Eating Smart • Being Active*** are appropriate for use by peer nutrition educators. Each lesson includes a reference section for educators called “For Your Information.” The core lessons address topics about: physical activity; nutrition and healthy lifestyle choices; food preparation (cooking), food resource management (saving money at the grocery store), food security (preventing running out of food before the end of the month); eating a variety of healthy foods from all the food groups; food safety; reducing fat, sugar and salt; and feeding children. The lessons contain a variety of hands-on activities to reinforce learning and allow participants to apply the newly learned information. Every lesson includes a food preparation activity with participants actively involved in preparing a low-cost, healthy, and tasty recipe. Additionally, all lessons except the first lesson include a 10-to-15-minute segment where the educator leads the participants in physical activity.

1. ***Welcome to Eating Smart • Being Active*** is an introduction to the curriculum and creates an environment that will allow educators to establish rapport and start to build a strong relationship with their participants. Participants discover what they will learn in upcoming lessons, learn knife skills, prepare a popular, one-dish meal, and complete the entry paperwork with demographic information and EFNEP Adult Questionnaire.
2. ***Get Moving!*** introduces the topic of physical activity and why it’s an important part of a healthy lifestyle. The physical activity segment that will be done in all subsequent lessons is introduced in this lesson in addition to a food preparation of another popular, one-dish meal. Participants complete the 24-hour dietary recall.

3. **Plan, Shop, Save** addresses the topics of meal planning and saving money at the grocery store by checking grocery store sales flyers, making a grocery list, and comparing prices. This lesson was revised with a greater emphasis on improving food security behaviors. Content and activities to prevent running out of food before the end of the month and how to access local food resources have been added in this lesson.
4. **Fruits & Veggies: Half Your Plate** is all about how to increase the amount and variety of vegetables. The lesson also encourages participants to choose whole fruits instead of fruit juices.
5. **Make Half Your Grains Whole** includes information and skill-building around choosing whole grains and foods high in fiber.
6. **Vary Your Protein Routine** addresses the topics of choosing a variety of protein foods that are low in saturated fat and how to keep food safe to eat by using practical yet proven food safety practices.
7. **Build Strong Bones** is about building and maintaining strong bones by getting enough calcium from low-fat dairy foods and other foods high in calcium AND by engaging in bone-building physical activity.
8. **Small Changes Matter** contains information and activities on reducing saturated fat, sugar, and salt in the diet.
9. **Celebrate! Eat Smart and Be Active** invites participants to celebrate their new knowledge and skills in a celebratory atmosphere. Participants receive graduation certificates and complete the EFNEP Exit Form with EFNEP Adult Questionnaire and 24-hour dietary recall.

The curriculum also contains three optional maternal and infant nutrition lessons as a supplement to the core nine lessons:

- **Eating Smart and Being Active During Pregnancy** is designed to be taught early in pregnancy and covers topics about seeing a healthcare provider regularly, eating healthy and being active during pregnancy, and combating common pregnancy discomforts.
- **How will I feed my baby?** addresses information about breastfeeding and formula feeding to aid women late in their pregnancies in making informed decisions about how they will feed their babies.
- **Feeding My Baby Solid Foods** is designed to be taught to mothers of young infants (typically 3-5 months) and provides information regarding introducing solid foods including when and how to introduce new foods.

Materials for Implementing *Eating Smart • Being Active*

There are a number of materials which have been designed for educators and other materials that are

designed for class participants. Some items are necessary for implementation of the program, including the nine core lesson plans, the visuals, the worksheets and handouts for participants, and the activity bins. Other items, such as the enhancement items for participants, are not explicitly required for implementation. While these materials enrich the lessons taught in the class and help participants adopt the behaviors they are being taught, they are not required.

The following items are available to help educators teach the lessons. All materials listed are available on the website, www.eatingsmartbeingactive.com > Order Materials.

- The **nine core lesson plans** are spiral bound so educators can easily carry an individual lesson plan to class (not the entire set). The 9 core lesson plans also come with the *Educator's Guide to Implementing Eating Smart • Being Active* – a comprehensive and practical guide to help educators teach the curriculum in a variety of settings. The lesson plans are essential for implementation and we would recommend a set of lesson plans for each educator.
- **Visuals.** The visuals for the core 9 lessons include a total of 45 visuals including lesson content visuals and physical activity visuals. The images and wording on the visuals are an important part of each lesson and are designed to help educators teach and reinforce key points. Icons in the lesson plan show educators when to refer to the visuals.
 - **Visual sizes.** The hard copy display visuals are available in three sizes. Program leaders should determine which size(s) they want to purchase based on average class sizes in their program. Many programs purchase the small visuals and either the medium or larger visuals.
 - Small (8½" x 11") – designed for groups of 1-3
 - Medium (18¼" x 28") – ideal for groups of 3-6
 - Large (22" x 32") – can be used for groups of 2-12

Ideally, each educator would have a set of visuals. However, if your budget won't allow for that, two educators can share a set of visuals. This arrangement will require effort and coordination. Hopefully, with the next budget, you can purchase additional visuals.

- **Physical activity visuals.** Educators need visuals to use when leading the Cardio Pyramid with Warm-Up and Celebration Circuit. Therefore, Lessons 2 through 9 each include 6 visuals: 3 lesson content visuals and 3 physical activity visuals. The warm-up is the same in every lesson so to save programs money by not including the same visual 8 times, each set of visuals includes only 2 copies of the warm-up visuals. Educators will use the warm-up visual with the 2 physical activity visuals from lessons 2 through 9.

Hard copy visuals require a display board. Use Velcro to hang the visuals on the display board. Not much Velcro is needed. We recommend using the hook side of Velcro dots on each corner of each visual to hang them. Visuals are available in English and Spanish. ***The core 9 lesson display visuals are necessary for implementation.***

- **Full color worksheets and handouts.** Each lesson has a worksheet for participants to use during lesson activities and to set goals at the end of each lesson. Lessons 2-8 also have a

handout that serves as a reference of key information that participants take away. *Plan, Shop, \$ave* has an additional handout that accompanies a food security activity. *Fruits & Veggies: Half Your Plate* has an optional handout that accompanies an optional Farmers' Market activity. Worksheets and handouts are available in English and Spanish. ***The worksheets and handouts are necessary for implementation.***

- Programs that place large orders of worksheets and handouts can customize these materials with their own logo(s) and disclaimers (within certain parameters). Customers interested in customizing worksheets and handouts will have three quantity options to choose from:
 - 50 sets of 50 worksheets and handouts per lesson
 - 75 sets of 50 worksheets and handouts per lesson
 - 100 sets of 50 worksheets and handouts per lesson
- **Lesson enhancements.** Each lesson contains a lesson enhancement to reinforce learning and help participants practice their newly learned skills at home. ***Lesson Enhancements are NOT required for implementation of the curriculum but are highly recommended.*** If you decide not to purchase some of the lesson enhancements, we encourage you to mark through the sections of the lesson plans that mention those enhancements with a black permanent marker so that educators do not mention them in class.



Lesson enhancements for each lesson are:

- *Welcome to Eating Smart • Being Active* - Cutting mat
- *Get Moving!* - Collapsible water bottle
- *Plan, Shop, \$ave* - Grocery list pad (available in English and Spanish)
- *Fruits & Veggies: Half Your Plate* - Produce brush
- *Make Half Your Grains Whole* - Dry measuring cup set
- *Vary Your Protein Routine* - Refrigerator thermometer and *Cook it Safe!* refrigerator magnet (available in English and Spanish)
- *Build Strong Bones – Liquid measuring cup*
- *Small Changes Matter* - Measuring spoon set
- *Celebrate! Eat Smart & Be Active - Eating Smart • Being Active Let's Cook!* Cookbook (available in English and Spanish)

- **Participant folders.** *Eating Smart • Being Active* folders are distributed to participants during the first lesson. Educators are prompted in each lesson plan to encourage participants to keep all *Eating Smart • Being Active* worksheets, handouts, and recipes in the folder and to bring it with them to each lesson. Doing so will help participants with goal setting and reflection on their progress towards goals as well as help participants keep all their materials together. The folders are highly recommended as Lessons 2 through 9 include an activity in which participants review information from the previous lesson and are encouraged to share how they've applied that information in the last week.
- **Certificate paper.** Personalized graduation certificates (for participants that finish the series of lessons) and volunteer certificates (for agency partners and other volunteers) can be printed on this special paper containing the *Eating Smart • Being Active* logo using only black ink but resulting in a full color certificate. Educators are instructed in the *Educator's Guide to Implementing Eating Smart • Being Active* to check with their supervisor in regard to wording, logos, and other information to include on the certificates. Templates for certificates are available at www.eatingsmartbeingactive.com > Resources for Implementation > Graduation and Volunteer Certificate Templates. These templates can be customized by adding program logos.
- **Aprons.** Aprons with the *Eating Smart • Being Active* logo are available for purchase. The intent of the aprons is to protect educators' clothing during food preparation activities.
- **Review set.** The review set is designed for program leaders that have not implemented *Eating Smart • Being Active* but are interested in learning more about the curriculum. Each review set includes 1 set of lesson plans in English, 1 set of worksheets and handouts in English, 1 of each lesson enhancement, and 1 set of small visuals in English.

Lesson Support Materials

- **Activity bins.** Each lesson requires an activity bin to successfully teach that lesson. The activity bins contain the necessary materials and props educators will need to do the activities in the lessons. The list of contents for the activity bins, instructions for assembling them, bin labels, and the electronic versions of many of the activity bin items such as food labels, can be found at www.eatingsmartbeingactive.com > Resources for Implementation > Activity Bins. Activity Bins may be assembled by program leaders, or educators can be given instructions for assembling them. Certain items in the activity bins, such as fast-food menus with nutrition facts information and weekly grocery store sale flyers, should be obtained locally by the educator and should also be updated regularly.
 - **Updated Dairy Council food models and product labels.** Teaching participants how to read a Nutrition Facts Label empowers participants to make informed decisions about the foods they purchase and prepare for their families. Label reading is an activity that is included in almost every lesson. The Dairy Council food models and product labels used for label reading activities have been updated to reflect the new Nutrition Facts Label. Based on educator feedback, additional product labels have also been added to several lessons to address common participant questions about

popular food and beverage products. The updated Dairy Council food models and product labels as well as instructions for printing these resources can be found at www.eatingsmartbeingactive.com > Resources for Implementation.

- **Recipes.** The *Eating Smart • Being Active Let's Cook!* Cookbook contains 51 recipes, including the recipes used in the lesson plans. Each lesson includes several recipes to choose from for in-class preparation. The recipes for each lesson were chosen purposefully and enforce the main messages of the lesson. Printable versions of all the recipes in English and Spanish can be found at www.eatingsmartbeingactive.com > Resources for Implementation > Recipes.

We recognize that some programs use all our recipes, some programs use some of our recipes, and some programs don't use any of our recipes. We understand the need to meet the needs of the audience in your state. If your program uses some or none of the ***Eating Smart • Being Active*** recipes, we encourage you to mark through the sections of the lesson plans that mention recipes that you do not use with a black permanent marker. Similarly, you can write in the names of other recipes you choose to approve for that lesson. This will help to prevent educators being confused about which recipes they should be using for your program.

- **Recipes for Lessons 1 and 2.** The recipe choices for Lessons 1 and 2 were purposeful. Some of the most popular ***Eating Smart • Being Active*** recipes were chosen for these lessons to help “hook” participants and increase retention rates.
- **Recipes for Lesson 3: Plan, Shop, \$ave.** Some programs choose to use some or none of the ***Eating Smart • Being Active*** recipes for multiple reasons. The curriculum authors understand the many reasons for customizing recipe choices based on state and local needs. We do however strongly recommend that programs use the recipes in Lesson 3: *Plan, Shop, \$ave* because the recipes (3-Bean Salad, 3-Can Chili, Cowboy Caviar, and Breakfast Parfait) are used in four of the activities in the lesson (the specific ingredients in the recipes make them appropriate for the activities) and because the recipes are simple and quick to prepare – something that is imperative in this very full lesson. In preparing for class, educators are directed to choose a recipe (from the four listed above) and use that same recipe in all four activities. If you choose not to use our recipes in this lesson, we encourage you to thoroughly review these activities and choose recipes that will accommodate all the activities the recipes are used in during Lesson 3. Recipes selected for this lesson need to include at least one ingredient that can be purchased in store and national brands AND be prepared in-class quickly.
- **Let's cook! Station Set-up and Recipe Scripts.** Food preparation skills can help participants gain confidence in their ability to cook for their families and save money. Following a recipe and preparing food at home as an individual is different than working together as a group to prepare a recipe in a classroom setting. The *Let's cook! Station Set-up and Recipe Scripts* efficiently breakdown the steps of the recipe so that multiple participants are working on different tasks to complete the recipe at the same time. This reduces the preparation time for each recipe, making it possible to prepare and taste a recipe within the designated class time. There is a *Let's cook! Station Set-up and Recipe Script* for each ***Eating Smart • Being Active*** recipe used in the lessons. The recipe scripts provide instructions and a script to use in teaching the *Let's cook!*

segment of the lesson. The scripts help educators teach and coach participants to safely handle knives as well as other important kitchen safety information, which will decrease the chances of anyone getting hurt in the classroom or when making the recipes again at home for their families. The recipe scripts also include wording to reinforce nutrition, food safety and food resource management content during the food preparation activity to help improve participant knowledge and behavior change. Each recipe script begins with a station set-up page. This is a guide for the educator to use when setting up the food preparation area before the lesson begins. The *Let's cook! Station Set-Up and Recipe Scripts* for each lesson are available to print and can be found at www.eatingsmartbeingactive.com > Resources for Implementation > Activity Bins. We recommend printing 1 copy of all the *Let's Cook! Station Set-Up and Recipe Scripts* for each lesson and placing them in a folder to be stored in the lesson activity bin.

- **Food preparation kit.** The *Eating Smart • Being Active* website includes a food preparation kit list. This list is designed to help program leaders and supervisors create a food preparation kit for educators that will include all the necessary food preparation equipment needed to successfully do food preparation in classes. With the equipment on the food preparation kit list, an educator will be prepared for the *Let's Cook!* segment in all the *Eating Smart • Being Active* lessons.
 - **Let's cook! Plan, Shop, Pack Lists.** These lists were designed to help educators efficiently plan, shop and pack for the *Let's cook!* segment of each lesson. There is a specific *Let's cook! Plan, Shop, Pack List* for each *Eating Smart • Being Active* recipe used in the lessons. Each *Let's cook! Plan, Shop, Pack List* includes an equipment list, ingredient list, any steps that need to be taken at the office before heading to class (for example, cooking rice for the Chicken Fried Rice recipe). There is a gray box on the back page of the *Let's cook! Plan, Shop, Pack Lists* that includes space to list the educator's name, group name, date of the class and the number of participants in the class that may be used as food purchase documentation for your organization. Printable copies of all the *Let's cook! Plan, Shop, Pack Lists* can be found at www.eatingsmartbeingactive.com > Resources for Implementation.

Food Preparation Activities

Teaching cooking skills to participants is critical to their success in achieving behavior change in the areas of food resource management and diet quality. Therefore, it is important to include a food preparation in each lesson where participants learn and practice cooking skills. The recipe choices in each lesson include a variety of recipes allowing educators to choose recipes for a class series based on the amount of time they have to teach the class and participant food preferences.

- **Recipe wording.** The wording of the ingredients and instructions for the *Eating Smart • Being Active* recipes is intentional, taking low literacy levels, limited cooking skills, and limited access to food into account.
 - **Literacy level and limited cooking skills.** The recipes include limited ingredients and

simple instructions as to not overwhelm participants with low literacy levels and/or limited cooking skills.

- **Access to food.** Many participants are food insecure at some point during the month. We recognize they often receive food from food pantries, commodity foods, or WIC. They may also have limited choices at the grocery store based on their resources. For these reasons, we do not specify things like “low-fat” or “low-sodium” in our recipes because we don’t want participants to think they can’t use an ingredient that they have on hand if it isn’t specified as “low-fat” or “low-sodium” (for example, whole milk versus skim milk). The concepts of choosing low-fat and low-sodium foods are taught in the lesson plans.
- **Knife skills.** Most recipes in *Eating Smart • Being Active* require the use of a utility (or chef’s) knife. Additionally, proper knife skills are a content topic in Lesson 1. Curriculum authors strongly recommend knife skills training for educators teaching *Eating Smart • Being Active*. We also recommend that good knives and a knife carrying case are purchased for educators’ food preparation kits and that these knives are sharpened professionally on a regular basis.
- **Eating Smart • Being Active Food Preparation and Recipe Videos.** The 2023 revision includes a new resource for educators and program participants to improve their food safety practices and culinary skills. Four food preparation skills videos – “Handwashing”, “Washing Fruits and Vegetables”, “Accurate Measuring” and “Knife Skills and Safety” and one step-by-step recipe video for each lesson are available in English and Spanish at www.eatingsmartbeingactive.com > Resources for Implementation.

Physical Activity Considerations

The physical activity specialists that developed the *Let’s be active* segments of the curriculum and curriculum authors encourage comprehensive training and plenty of practice time for educators on the physical activities before they are expected to lead the physical activities in classes. While the activities themselves are not difficult, leading the physical activities in class takes practice. Important things to include in the physical activity training:

- Why physical activity is an important part of a healthy lifestyle;
- How to dress appropriately for both teaching class and being physically active in class;
- How to safely demonstrate and lead physical activities;
- Appropriate music for leading physical activities (appropriate both in content and in pace; samples are on www.eatingsmartbeingactive.com > Resources for Implementation > Music)
- How to play music in class (smartphone and blue tooth speaker; CD player; computer and speaker);
- Choosing one cardio option (the *Walk Indoors with Leslie Sansone* DVD or Cardio Pyramid with Warm-Up) for a class series and sticking with that option for the entire series; and,
- Using the *Eating Smart • Being Active Physical Activity Training Videos* (<http://eatingsmartbeingactive.colostate.edu/resources-for-implementation/physical-activity/physical-activity-training-videos/lesson-videos/>) to learn and practice the physical activities before ever using them in class.
- Practice, practice, practice, including teach backs.

Smartphone Mobile App

The ***Eating Smart • Being Active*** smartphone mobile app is available for free from the App Store (Apple) and Google Play (Android). The app includes access to all recipes and physical activities in ***Eating Smart • Being Active***, a physical activity tracker, and a unit price calculator. These features of the app are designed to help participants practice some of the new skills they learn in ***Eating Smart • Being Active*** both while taking the lesson series and after graduation. Activities using the app are included in every lesson. If educators do not have a smartphone, they can borrow a friend's or family member's smartphone to familiarize themselves with the app outside of class. This will allow them to explain to participants in class how to use the app. If participants do not have a smartphone, they are encouraged to partner with another participant for these lesson activities.

Participants that download the app are asked some basic demographic questions in addition to the state they live in and the program (EFNEP, SNAP-Ed, or Other) they are participating in. This will allow us to track numbers of people by program that are signing up for the app and track their usage of the app. Names are not connected to any of the information reported.

Paperwork and Evaluation

The Expanded Food and Nutrition Education Program (EFNEP) Adult Questionnaire and 24-hour dietary recalls are the evaluation tools included with ***Eating Smart • Being Active***. These forms are available on the curriculum website, www.eatingsmartbeingactive.com > For Program Leaders > Paperwork > Forms to Use in Class. Some programs that purchase the curriculum do not use this paperwork. The lesson plans include instructions for using these evaluation tools. However, programs can also easily skip or alter the paperwork segments if they don't use the EFNEP paperwork.

- **Paperwork booklet.** The lessons in which paperwork should be completed (Lessons 1, 2 and 9) indicate to complete paperwork "at this time" if the educator's program does collect paperwork and refers them to use the *Eating Smart • Being Active Paperwork Booklet*. This booklet is a separate document that can be accessed and printed from the website, www.eatingsmartbeingactive.com > For Program Leaders > Paperwork and kept in the activity bins for Lessons 1, 2, and 9. This booklet uses the same format as the lesson plans (instructions and script for educators to use) and helps educators walk participants through completing the paperwork while providing a user-friendly method of data collection incorporating the 5-pass method for collecting 24-hour dietary recalls.
- **Additional activities.** For programs that do not complete paperwork, additional activities have been included in Lessons 1, 2, and 9 to be used instead of paperwork.
- **Forms.** The ***Eating Smart • Being Active*** website, www.eatingsmartbeingactive.com, > For Program Leaders > Paperwork includes several forms for programs to use. These forms include the EFNEP Entry Form (demographics) with the EFNEP Adult Questionnaire, EFNEP Entry Recall and EFNEP Exit Form (demographics) with the EFNEP Adult Questionnaire and 24-hour dietary recall, a photo release form, physical activity liability release form, and research cover letter. These forms are all available in English and Spanish. These forms are not a required part of ***Eating Smart • Being Active***. They are on the website simply as a courtesy to programs. Feel free to use them or adapt them to meet your needs.

- **Curriculum alignment with EFNEP evaluation and SNAP-Ed Framework.** Documentation about how *Eating Smart • Being Active* aligns with the EFNEP Adult Questionnaire and the SNAP-Ed Evaluation Framework is included on the website at www.eatingsmartbeingactive.com, > For Program Leaders > Paperwork.

Farmers' Market Segment

Lesson 4: Fruits & Veggies: Half Your Plate includes information and an optional activity about shopping at Farmers' Markets using SNAP benefits. Educators are instructed to do the *Shopping at Farmers' Markets* segment during the times of the year that farmers' markets are open in their area. There is another activity, *Create a Meal*, that educators can use in lieu of the *Shopping at Farmers' Markets* segment or when farmers' markets are not open locally. We encourage program leaders and/or supervisors to investigate the farmers' market season in their area. You will also want to identify locally which farmers' markets accept EBT. This information will be necessary for educators teaching this segment.

An optional handout is available for educators to use when teaching the *Shopping at Farmers' Markets* segment. The last page of the handout includes space to write down local farmers' markets' information (location, days and hours, market manager's name) that accept SNAP benefits. The handout can be purchased in sets of 50 through www.eatingsmartbeingactive.com, > Order Materials, and is available in English and Spanish.

Using the *Eating Smart • Being Active* Website

The *Eating Smart • Being Active* website www.eatingsmartbeingactive.com provides many of the resources you will need to implement the curriculum. We encourage you to explore this website before placing an order for revised materials. The site is a rich source of information about the curriculum materials and resources such as forms, activity bin printable materials, recipes, and much more. Once familiar with the website, you can click on *Order Materials* from the main page which will take you to the curriculum materials order page. This is where you can place orders for the revised materials.

How to Implement the Program

Once you have decided to implement the program, we recommend following these steps:

- **Recruit staff.** The *Eating Smart • Being Active* program is designed to be taught by nutrition peer educators (without formal training in content) when teaching low-income families about healthy lifestyle choices. However, professional educators also enjoy the comprehensive lesson materials.
- **Determine needed materials.** In addition to the required curriculum materials: lesson plans, visuals, and the participant worksheets and handouts, you will need to decide which other curriculum materials you would like to purchase.
 - Materials for educators are sold individually. For most materials, each educator will need their own materials. Some materials, such as the medium and large visuals, can be shared by two educators in one county.
 - Materials for participants come in packs of 50. When determining how many sets of these materials to order, think through how many participants each educator or office

reaches in 6 months. This should help you determine how many sets of each participant item you will need.

- **Purchase materials.** All *Eating Smart • Being Active* materials are available for purchase on our website, www.eatingsmartbeingactive.com > Order Materials. For additional questions about the order process, you can call Steven Greeley at (970) 491-2377 or sgreeley@colostate.edu.
 - Materials can be purchased and shipped by program leaders all to one location or drop shipped to various locations by placing separate orders for different shipping locations. Shipping methods are determined by the fulfillment center based on cheapest rates. If your program has specific requests for shipment of materials, those notes can be made when placing orders.
- **Cost of purchasing the curriculum materials.** Curriculum materials are sold separately “a la carte” style allowing programs to determine which materials to purchase for their needs. A price list is available on the website www.eatingsmartbeingactive.com > Getting Started > Ordering Materials.
- **Assemble activity bins and food preparation kits.** Visit the website at www.eatingsmartbeingactive.com > Resources for Implementation > Activity Bins to get the activity bin and food preparation kit lists. Purchase the necessary materials and assemble the kits. The task of getting the materials for the bins and putting together the bins is a big one. It may be more cost and time effective for program leadership to put the bins together for several educators at once rather than having each educator put together their own set of bins.
- **Train staff.** Please see suggestions below for staff training.
- **Recruit locations and participants.** The *Eating Smart • Being Active* program is designed to be taught to small groups of 2 to 12 people. The activities are hands-on and interactive. The lessons can be taught almost anywhere - community centers, libraries, school classrooms, even homes - you do not need a large, dedicated teaching space or a kitchen to teach *Eating Smart • Being Active*.
- **Evaluate your program.** Regular evaluation strengthens a program. This can be achieved via teaching observations, agency surveys, and participant pre- and post- tests. The evaluation forms that Colorado EFNEP staff use are on the curriculum website, www.eatingsmartbeingactive.com > For Program Leaders > Paperwork > Forms.

Staff Training

A comprehensive training program is ideal for providing peer educators with the skills and confidence necessary to teach the lessons. Topics related to *Eating Smart • Being Active* to address in the training include, but are not limited to:

- Adult Learning Principles
- Effective Teaching Strategies
- Facilitating Behavior Change

- Recruiting Participants
- Training on the lessons
 - General Lesson Content and Format
 - Thoroughly reviewing and using the *Preparing for Class* and *Setting up for Class* sections
 - Specific Lesson Instruction
 1. *Welcome to Eating Smart • Being Active*
 2. *Get Moving!*
 3. *Plan, Shop, \$ave*
 4. *Fruits & Veggies: Half Your Plate*
 5. *Make Half Your Grains Whole*
 6. *Vary Your Protein Routine*
 7. *Build Strong Bones*
 8. *Small Changes Matter*
 9. *Celebrate! Eat Smart and Be Active*
 10. *Maternal and Infant Lessons:*
 - *Eating Smart and Being Active During Pregnancy*
 - *How will I feed my baby?*
 - *Feeding My Baby Solid Foods*
- *For Your Information* (FYI) sections and background content information
- Leading Physical Activity
 - Overview of *Let's Be Active* Physical Activity Segments of the Lessons
 - Why Physical Activity is important
 - How to Teach Physical Activity
 - *Let's Be Active* Segment Specific Instruction
 - Instructions for Movements
 - Teaching the Warm-up
 - Teaching the Cardio Pyramid
 - Teaching the Muscle and Bone Strengthening Activities
 - Teaching the Cool Down
 - Practice and Teach Back
 - *Walk Indoors with Leslie Sansone* DVD
 - Leading physical activity for educators with physical limitations
 - Modifications for participants with disabilities or injuries
 - “Make sure to create a safe, accessible space for all participants. Encourage participants with limitations to engage as fully as they are able and contact a health care provider if they are unsure about how active they should be. If participants have upper extremity limitations, encourage them to emphasize moving their trunk and lower body. If participants are unable to walk or stand, encourage them to move their trunk and/or emphasize arm movements. Be sure to create an inclusive environment that celebrates all participants for the activity they are able to do.”
- Food Preparation
 - Food preparation kits
 - Materials included and how to know what to use when
 - Using the *Let's Cook! Plan, Shop Pack Lists* and *Let's Cook! Station Set-Up and Recipe Scripts* to prepare for and facilitate the food preparation activities.
 - Agency relationships related to food:

- Agency rules about food
 - Cleaning the classroom
 - Taking out the trash
 - How to conduct efficient yet fun food preparations in class
 - Serving just a taste
- Food Safety
 - General food safety messages
 - Clean
 - Separate
 - Cook
 - Chill
 - Keeping food safe before, during, and after class
- Paperwork with Participants
 - Using the ***Eating Smart • Being Active*** Paperwork Booklet
 - EFNEP Entry Form with the EFNEP Adult Questionnaire protocol
 - EFNEP Entry Recall protocol
 - EFNEP Exit Form with Adult Questionnaire and 24-hour dietary recall protocol
 - Other required forms (e.g. Research Cover Letters, Photo Release Forms, Physical Activity Waivers)
 - General tips for completing paperwork- must deliberately walk through all paperwork with participants.
- Background information in each lesson's *For Your Information* (FYI) section.

Training resources can be found on the curriculum website: eatingsmartbeingactive.com > For Program Leaders > Training Resources.

User Feedback

The ***Eating Smart • Being Active*** curriculum is designed to be user friendly. The lessons are easy to understand and are designed to be used by individuals with no formal training in content and no supplemental information. In addition, all curriculum materials are appropriate for a low literate audience. We encourage feedback on all The ***Eating Smart • Being Active*** curriculum materials.

