

SNAP-Ed Engagement Activities

SNAP-Ed Pre-Approval

Community Based Events

Parent Engagement Activities (PEAs)

Partner Name: _____

Today's Date: _____

Host Organization: _____

Location: _____

Event Date: _____

SNAP-Ed Eligibility Category:

Qualifying Census Tracts

Qualifying Schools

Qualifying Retail Settings

Food banks/pantries, public housing, etc.

Income-based (such as WIC/SNAP recipients)

Time (start/end): _____

Event Name: _____

Nutrition Educator: _____

Briefly describe the event:

All events or activities (school, community) must actively engage participants*. These events must be reasonable and necessary and be culturally relevant to the community. Expenses incurred prior to approval should not be submitted for reimbursement.

**A note about participants for your event: if your program audience is children, then you must engage families/caregivers; if your program audience is adults, then you may consider engaging families/caregivers.*

The following criteria must be met for approval. Please consider each aspect and provide details and supporting documents as needed.

Assurances – Events must address and/or include the following items as part of the planning process.

- Event coincides with established events where there is an expectation that the program target audience* will be in attendance
- We will leverage partnerships to resolve potential barriers for program target audience* to attend (time, travel, child care, location)
- Event addresses and includes cultural relevance as it pertains to audience(s) attending this event

Content – Event components (activities, recipe, NERI, cues to action, etc.) must work in concert to reinforce program objectives.

- Aligns with current programming to SNAP-Ed target audience
- Aligns with SNAP-Ed program SMART objectives

If you include **external presenters**, describe the presenters qualifications, activities, and any costs.

- Yes, we have external presenters No, we do not have external presenters

How does this event align with, support, or reinforce your program's objectives:

What do you want participants* to do as a result of stopping at your table/booth (e.g. make healthier snacks):

What activities are planned to engage participants* (include name and sources):

Food Tasting - include recipe name, source, and link or copy if not part of your approved curriculum: N/A

Physical Activity Tasting or demo – physical activity name and source: N/A

NERI (place separate order): N/A

Handouts – name, source, and link or copy if not part of your approved curriculum: N/A

How will you evaluate this event?

Optional additional details or information:

**Submit completed form and supporting documentation to your MFF Project Manager
at least 30 days prior to the event.**

Supervisor/Program Lead Name

Date



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Approved Not Approved

_____ MFF Staff Initial _____ Date