

SITE ISSUES FORM

Project: _____ Educator Name _____ NJSNAP-Ed: __ EFNEP: __

Please complete the entire form below:

Date: _____ Date of Issue: _____ Time of Issue: _____

Name of Site: _____ Site Director: _____ Site Phone: _____

Teacher/Aid: _____ Class/Group: _____ Room/Space: _____

If you have experienced any issues that interfered with your ability to deliver Nutrition Education in any of our partnering agencies, please complete the form below. Once completed, email your Supervisor with this form attached. Be sure to copy audler@njaes.rutgers.edu & your Regional Supervisor.

Please “x” actions that best describe the issue(s):

Class Management Issue

- Participant Discipline/Behavior
- Teacher Absence
- Frequent Interruption
- Unsafe Environment
- Other: _____

Canceled Class Due To:

- Prior Notice
- Issues Beyond Control
- Emergency
- No Prior Notice
- Other: _____

Changes Without Notice

- Language
- Class Size
- Start/End Time
- Location/Space
- Other: _____

Miscommunication About:

- Location/Space
- Start/End Time
- Age Level
- Group Type
- Other: _____

Briefly Describe Issue (“x” all the apply):

- Communicated directly with Teacher/Aide/Volunteer
- Communicated directly with Site Director
- Communicated with Supervisor
- Revised PPA
- Discontinued PPA
- Planned a meeting with _____ to address issue
- Received counsel from State Level Staff

Is this your first time experiencing this issue with this site? _____

If not how many times have you experienced this issue with this site? _____