

Tool: Activity Tracking

This interactive spreadsheet permits your school to articulately describe the scope and depth of activities you choose to uniquely implement and offer your students through your farm to school program during one school year.

Because farm to school is implemented differently in each community, the spreadsheet is designed to be customizable to your site. The Activity Tracking spreadsheet can track activity in school gardens, classrooms, and cafeterias. Activity tracking can be completed at the school level (elementary-middle-high), at the grade level, or at the classroom level. It also could include tracking activities specific to an after-school group if that meets your needs.

The User Guide follows, here, for a detailed description of how to use and complete the Activity Tracking spreadsheet.

Introduction

Farm to school programs seek to connect schools with local producers to facilitate use of locally-grown foods in school cafeterias, in combination with nutrition and agricultural education through classroom lessons, engagement activities, and gardens. Farm to school programs vary considerably between communities. The unique ideas developed and fostered within each community make farm to school programs a rich experience for the students (and teachers!) involved. However, this diversity makes it difficult to compare programs and ascertain program effectiveness. Demonstrating that programs are effective is one way to communicate with administrators and policymakers, to garner broader support and funding for programming.

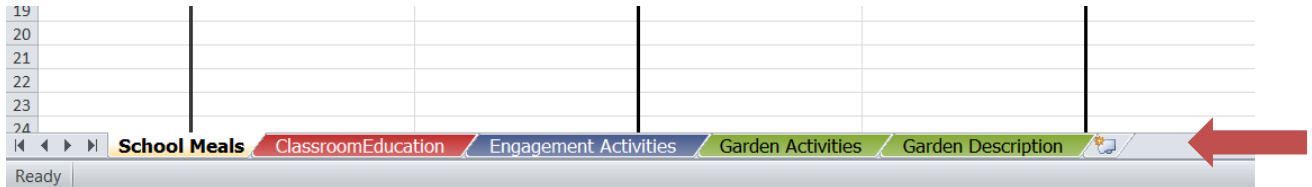
Farm to school program evaluators believe that capturing program activity in the face of broad diversity is an important undertaking. Accurate activity tracking can accomplish two main goals. First, it can serve as a means for summarizing and describing the scope of activities taking place in a school or community over the course of a school year (with longer-term tracking, it can also chart the course of program development). Second, it can provide insight into any specific activities, or groups of activities, that may have greater or lesser influence on students' learning experiences and corresponding outcomes. This insight can improve understanding of the impact of current activities, and may help inform future programming.

In essence, this tool helps you describe the "dose" or intensity of the programming happening at your school. It will give insight into the frequency, duration, and variety of activities incorporated in your farm to school program. It is particularly important to track activities across an entire school year since programming typically varies across that time to align with seasonal differences. An even better approach is tracking activities multiple school years (using new copies of the tracker each year) to track

program development. Sustainability of effort, though challenging, is important to consider when choosing to use this tool.

“Excel 101”

This Activity Tracking tool uses Microsoft Excel. There are multiple tabs (worksheets); they are named according to the major sections of this User Guide. You can see the tab/worksheet names across the bottom of your screen:

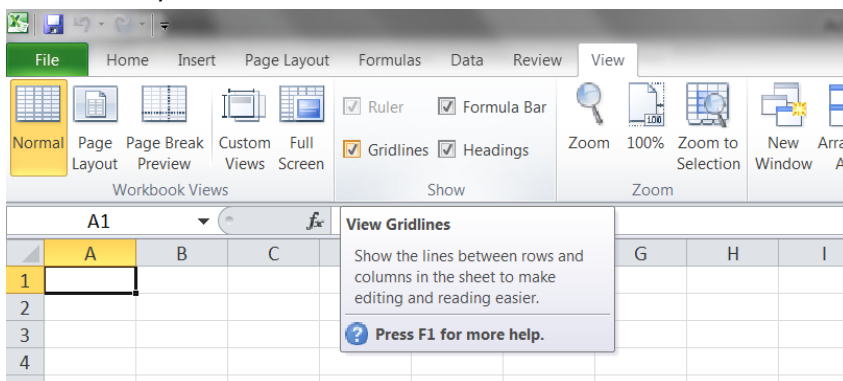


There are different colors of cells to help guide you through the worksheets. The key colors are:

- uncolored cells - for entering activity tracking data
- blue cells - for entering group names (i.e., school name/level; grade; or classroom)
- peach cells - contain formulas that will automatically (a) calculate scores based on information (numbers) in the white cells or (b) label group names by drawing from what you enter in the blue cells.

Another note about using Excel: The spreadsheet is currently set, on most pages, to show the gridlines that are the boundaries to each cell. If you prefer to use the worksheet without seeing these boundaries, you can turn off the gridlines (each worksheet page separately) by doing the following:

- Go to the “View” menu tab at the top of the screen
- Towards the left-hand side of the screen is a group of check boxes including formula bar, ruler, headings, and gridlines. UNCHECK the box next to “gridlines” and that will remove the cell boundary lines.



- You may change this setting at any time.

Activity Domains

In this activity tracker, activities are categorized into four broad domains: Local Food Offerings in School Meals, Classroom Education, Engagement Activities, and Gardens. For each domain, it is important to document the activities that apply and some additional information regarding the number of activities, the amount of time spent on activities, and which school(s), grade(s), or classroom(s) participated. In this section of the User Guide, you will learn the information needed for each domain and which cells to complete in the Excel document/activity tracking tool.

Domain: Local Food Offerings in School Meals

Tab: School Meals

In this domain, document locally-sourced items that appear on the school meal menu.

	A	B	C	D	E	F	G
1	SCHOOL NAME:						
2	SCHOOL YEAR:						
3							
4	LAST UPDATED:						
5							
6	Variety Score:	0	0	0	0	0	0
7	Frequency Score:	0	0	0	0	0	0
8		School/Grade/Class		School/Grade/Class		School/Grade/Class	
	Month/ Reporting period	List locally-sourced items that appeared on the school meal menu (1 per cell)	How many different days was the item on the menu in this reporting period?	List locally-sourced items that appeared on the school meal menu (1 per cell)	How many different days was the item on the menu in this reporting period?	List locally-sourced items that appeared on the school meal menu (1 per cell)	How many different days was the item on the menu in this reporting period?
9							
10							
11							
12							
13							
14							
15							
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17							
18							
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20							
21							
22							
23							
24							

Cells to complete:

- B1 (School Name), B2 (School Year), B4 (Last Updated). *School Name and School Year will copy into the other worksheets.*

	A	B	C	D	E	F
1	SCHOOL NAME:					
2	SCHOOL YEAR:					
3						
4	LAST UPDATED:					
5						

- Blue-colored cells (row 8) say School/Grade/Class. For each group of students for which you are tracking activities, type the title in one of these cells. Thirteen sets are prepared with the appropriate columns and formulas.
 - Note: For this domain, it may be feasible to track at the school level (elementary, middle, high). For the other domains, it may be more appropriate to track activities specific to a grade, or even a classroom.

- Blank cells, beginning in row 10. For each group, report:
 - Column A - the reporting period/date/month corresponding to information in that row
 - Pairs of columns for each group (examples, columns B and C) - document the following:
 - locally-sourced items appearing on the school meal menu (one item per row)
 - for each item, document the number of times that the item appeared on the school menu.
 - example: October - apples – 5

8	Month/Reporting period	School/Grade/Class	How many different days was the item on the menu in this reporting period?	School/Grade/Class	How many different days was the item on the menu in this reporting period?	School/Grade/Class	How many different days was the item on the menu in this reporting period?
9							
10	October	Apples			5		
11							
12							
13							
14							

At the top of this worksheet, the peach-colored cells (rows 6 and 7) contain formulas that give two types of scores for each group involved: variety, and frequency. The Variety score totals the number of items appearing on the school menu, and the Frequency score totals the number of times a local item appeared on the school menu.

5						
6	Variety Score:	0	0	0	0	0
7	Frequency Score:					0
8		School/Grade/Class	School/Grade/Class	School/Grade/Class	School/Grade/Class	

Domain: Classroom Education

Tab: ClassroomEducation

In this domain, document the classroom lessons that focus on farm to school themes but are integrated into a traditional lesson plan format.

	A	B	C	D	E	F	G	H
1	SCHOOL NAME:		0					
2	SCHOOL YEAR:		0					
3								
4	LAST UPDATED:							
5								
6								
7	Scores	Number of contacts	0	0	0	0	0	0
8		Duration (minutes) of contacts	0	0	0	0	0	0
9	Month/ Reporting period	Lesson Description	Grade/Classroom	Grade/Classroom	Grade/Classroom	Grade/Classroom	Grade/Classroom	Grade/Classroom
10			# lessons	minutes per lesson	# lessons	minutes per lesson	# lessons	minutes per lesson
11		Farm to School (beyond the core curriculum) lesson description						
12		<i>Options: Food-based, Food-systems, Health/Nutrition</i>						
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
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24								
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39								
40								

Cells to complete:

- B4 (last updated)

	A	B	C
1	SCHOOL NAME:		
2	SCHOOL YEAR:		
3			
4	LAST UPDATED:		
5			
6			

- Blue-colored cells (row 9), with the name of each group of students for which you are tracking activities. This will most likely be a grade level (i.e., 4th grade) or a classroom (i.e., Mr Smith’s classroom).

9	Month/ Reporting period	Lesson Description	Grade/Classroom	Grade/Classroom	Grade/Classroom	Grade/Classroom	Grade/Classroom
10			# lessons	minutes per lesson	# lessons	minutes per lesson	# lessons
11		Farm to School (beyond the core curriculum) lesson description					
12		<i>Options: Food-based, Food-systems, Health/Nutrition</i>					
13							

- Blank cells, beginning in row 13. For each entry, report:
 - Column A – Month (or reporting period, or date)
 - Column B - a brief description of the lesson theme
 - *Suggestions are included in row 12*
 - Groups of two columns for each student group (example, columns C and D):
 - number of lessons received by the group of students
 - number of minutes *per lesson* received by the group of students

9	Month/ Reporting period	Lesson Description	Grade/Classroom		Grade/Classroom		Grade/Classroom		Grade/Classroom		Grade/Classroom	
10			# lessons	minutes per lesson	# lessons	minutes per lesson	# lessons	minutes per lesson	# lessons	minutes per lesson	# lessons	minutes per les
11		Farm to School (beyond the core curriculum) lesson description <i>Options: Food-based, Food-systems, Health/Nutrition</i>										
12												
13												
14												
15												

At the top of this worksheet, above each group (rows 7 and 8), the peach-colored cells contain formulas that give two types of scores. The *F2S - Number of Contacts* score totals the number of unique lessons related to Farm to School received by each student group. The *F2S - Duration of Contact* score totals the number of minutes spent in Farm to School-related classroom lessons by each student group (# lessons x # minutes).

6	Scores	Number of contacts	0	0	0	0	0	0	0	0
8		Duration (minutes) of contacts	0	0	0	0	0	0	0	0
9	Month/ Reporting period	Lesson Description	Grade/Classroom		Grade/Classroom		Grade/Classroom		Grade/Classroom	
			# lessons	minutes per lesson	# lessons	minutes per lesson	# lessons	minutes per lesson	# lessons	minutes per lesson

Domain: Engagement Activities

Tab: Engagement Activities

This tab tracks several different types of activities and details about each. The activities included in this domain, and the corresponding needed information, are described below.

	A	B	C	D	E
1	SCHOOL NAME:		0		
2	SCHOOL YEAR:		0		
3					
4	LAST UPDATED:				
5					
6					
7	Overall Scores:				
8	Number of Contacts	<small>Includes: farmer visits; field trips; number of tasting</small>	0	0	0
9	Number of Food items high	<small>Includes number of different foods included in tast</small>	0	0	0
10					
11	Month/ Reporting	Activity (scroll down to see all activities)	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom
12		Farmer Visits to classrooms	0	0	0
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23		Field trips to farms	0	0	0
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35	Tastings scores	Classroom	0	0	0
36		Cafeteria	0	0	0
37		On-farm	0	0	0
38		In-garden	0	0	0
		<small>Tastings - Classroom - list foods</small>	<small># of different tastings</small>	<small># of different tastings</small>	<small># of different tastings</small>

Cells to complete:

- B4 (last updated)

	A	B	C	D
1	SCHOOL NAME:			
2	SCHOOL YEAR:			
3				
4	LAST UPDATED:			
5				

- Blue-colored cells (row 11, beginning in column C), with the name of each student group (as described for the previous domains).

	A	B	C	D	E
10					
11	Month/ Reporting	Activity (scroll down to see all activities)	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom

- Blank cells, in several areas (described below) below each sub-section header. *Subsection title rows are highlighted in pink.*

Farmer Visits (lines 13-22)

- Grouped according to student groups you assign (row 11, blue cells)
- In Column A, type the month/date
- In Column B, make a brief note about the visit (i.e., topic of the farmer’s presentation)
- In Columns C/D/E/(etc), note the number of visits received by a student group for the reporting period
- The peach cells in row 12 sum (with formulas) the total number of farmer visits received by each student group over the course of the school year.

11	Month/ Reporting	Activity (scroll down to see all activities)	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom	School/Gr
12		Farmer Visits to classrooms	0	0	0	
13						
14						
15						
16						
17						
18						
19						
20						

Field Trips to Farms (lines 24-34)

- In Column A, report the month/date
- In Column B, make a brief note about the field trip
- In Column C/D/E/(etc), enter the number of field trips received by a student group.
- The peach cells in row 23 sum (with formulas) the total number of field trips received by each student group over the course of the school year.

22						
23		Field trips to farms	0	0	0	0
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						

Tastings (rows 35-82)

- Tasting activities are categorized into four groups: Classroom, Cafeteria, On-farm, and In-garden. Each has their own set of rows, starting with a pink row. Peach cells at the top of this section (rows 35-38) sum the number of tasting activities in each sub-location. For each group, document the following:
 - Column A - month/date
 - Column B - list the food tasted
 - Column C/D/E/(etc) - list the number of tasting activities received by a student group over the course of the school year.

See screen shot next page

11	Month/ Reporting	Activity (scroll down to see all activities)	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom
35	Tastings scores	Classroom	0	0	0
36		Cafeteria	0	0	0
37		On-farm	0	0	0
38		In-garden	0	0	0
39	Tastings - Classroom - list foods		# of different tastings	# of different tastings	# of different tastings
40					
41					
42					
43					
44					
45					
46					
47					
48					
49	Tastings - Cafeteria - list foods		# per grade	# per grade	# per grade
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61	Tastings - On-farm - list foods		# per grade	# per grade	# per grade
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
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93					
94					

Information sent home to parents (rows 84-94)

- Examples: Farm to School Newsletter, web site, Facebook page, emails, other.
 - In Column A - month/date
 - In Column B - list the format(s) disseminated in the reporting period
 - In Column C/D/E/(etc) - enter the total number of pieces sent home/communicated to parents in the reporting period.
- Peach cells (row 83) give the total number of pieces of information sent home/communicated to parents (formulas) over the course of the school year.

11	Month/ Reporting	Activity (scroll down to see all activities)	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom
82		Information sent home - list format (e.g. F2S Newsletter, web site, Facebook page, emails, other (please describe))	0	0	0
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94					

Local Foods Fundraiser (rows 96-106)

- This is for fundraising activities that involve local foods. It may be a local foods meal, or a traditional gift-type fundraiser (root vegetable or cheese package, for example).
 - In Column A, report the month/date
 - In Column B, briefly describe the fundraiser scope
 - In column C/D/E/(etc), enter the number of fundraiser activities in the reporting period.
- Peach cells (row 95) sum (with formulas) the number of local foods fundraising activities received by each student group over the course of the school year.

11	Month/ Reporting	Activity (scroll down to see all activities)	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom
94						
95		Local Foods Fundraiser (please describe)	0	0	0	0
96						
97						
98						
99						
100						
101						
102						
103						
104						
105						

Cooking Activities (rows 108-118)

- This is for activities where students participate in hands-on cooking activities.
 - In Column A, report the month/date
 - In Column B, enter a brief description of the activity(ies) that took place that month. Be sure to include a note about where the activity took place (in a classroom, the cafeteria, or the school garden, for example).
 - In Column C/D/E/(etc), enter the total number of activities for the reporting period.
- Peach cells (row 107) sum (with formulas) the number of cooking activities received by each student group over the course of the school year.

11	Month/ Reporting	Activity (scroll down to see all activities)	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom
107		Cooking Activities - In-classroom, In-garden, In-cafeteria (please describe)	0	0	0	0
108						
109						
110						
111						
112						
113						
114						
115						
116						
117						

Other Activities (starting in row 120)

- This is for activities that do not fall into the above activity types, nor the other domains. Examples: cafeteria promotional materials [posters, table-top displays, etc], school assemblies, or including community events which directly involve students. Please describe any activities entered in this section.
 - In Column A, report the month/date
 - In Column B, briefly describe the activity.
 - In Column C/D/E/(etc), enter the number of “other” activities completed in the reporting period.

- The peach cells (row 119) sum (with formulas) the number of “other” activities received by each student group over the course of the school year.

11	Month/ Reporting	Activity (scroll down to see all activities)	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom
119		Other (examples: cafeteria promotional materials [posters, table-top displays, etc], school assemblies, or including community events which directly involve students): Please describe	0	0	0
120					
121					
122					
123					
124					
125					
126					
127					
128					
129					
130					
131					
132					
133					
134					
135					
136					
137					

At the top of the Engagement Activities worksheet, the peach cells (rows 7-9) contain formulas that sum, for each student group (over the course of the school year):

- Number of Contacts (number of activities) - *farmer visits; field trips; number of tasting activities; information sent home; local foods fundraisers; cooking activities; "other"*
- Number of Foods Highlighted - *number of different foods included in tasting activities*

3					
4	LAST UPDATED:				
5					
6					
7	Overall Scores:				
8	Number of Contacts	Includes: farmer visits; field trips; number of tasting	0	0	0
9	Number of Food items highli	Includes number of different foods included in tastin	0	0	0
10					
11	Month/ Reporting	Activity (scroll down to see all activities)	School/Grade/Classroom	School/Grade/Classroom	School/Grade/Classroom

Domain: Garden Activities

Tab: Garden Description

This worksheet tab is designed to describe the size and type of garden at your school, and how the produce is used. Tracking this over multiple years can help document concretely the development of the garden. Part 1 (rows 6-35) only needs to be completed once each school year; Part 2 (beginning with row 36) is ongoing.

	A	B	C	D	E	F	G	H	I	J	K
1	SCHOOL NAME:		0								
2	SCHOOL YEAR:		0								
3											
4	LAST UPDATED:										
5	PART 1 OF 3: GARDEN DESCRIPTION										
6	Is there a garden in this school?		Yes/No								
7											
8	If yes, select the characteristics that apply:		Response	Additional notes (optional)							
9	Size of garden										
10	Garden characteristics										
11	Raised bed										
12	In-ground										
13	Container										
14	Cold-frame										
15	Micro-farm/garden cart										
16	Orchard										
17	Greenhouse										
18	Other - describe										
19											
20	Theme garden: pizza										
21	Theme garden: salsa										
22	Theme garden: 3 sisters										
23	Herbs										
24	Native Plants										
25	Fruit trees/shrubs										
26	Other - describe										
27											
28											
29											
30											
31											
32											
33											
34											
35											
36	PART 2 OF 3: GARDEN PRODUCE USE										
37	Is garden produce used for procurement, either within the school meal program or for donations to food pantries/other community program?										
38	If yes, please complete the following.										
39											
40											
41											
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43											
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46											
47											
48											
49											
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99											
100											

Cells to complete:

- B4 (Last Updated)

	A	B
1	SCHOOL NAME:	0
2	SCHOOL YEAR:	0
3		
4	LAST UPDATED:	

Part 1: Garden Description

- B6: Is there a school garden (yes/no)
- Column C, rows 9-26: describe the size of the garden and select (for example, with an X) any garden characteristics that apply to your school's garden.
- Column H, rows 9-34: select which items are grown in the garden.

5	PART 1 OF 3: GARDEN DESCRIPTION		
6	Is there a garden in this school? <input type="text" value="Yes/No"/>		
7			
8	If yes, select the characteristics that apply:		Response
9	Size of garden		Additional notes (optional)
10	Garden characteristics		
11	Raised bed		
12	In-ground		
13	Container		
14	Cold-frame		
15	Micro-farm/garden cart		
16	Orchard		
17	Greenhouse		
18	Other - describe		
19			
20	Theme garden: pizza		
21	Theme garden: salsa		
22	Theme garden: 3 sisters		
23	Herbs		
24	Native Plants		
25	Fruit trees/shrubs		
26	Other - describe		
27			
28			
29			
30			
31			
32			
33			
34			
35			

Items Grown in the garden	
<input type="checkbox"/>	Beets
<input type="checkbox"/>	Broccoli
<input type="checkbox"/>	Cabbage
<input type="checkbox"/>	Cauliflower
<input type="checkbox"/>	Corn
<input type="checkbox"/>	Cucumbers
<input type="checkbox"/>	Eggplant
<input type="checkbox"/>	Kale
<input type="checkbox"/>	Lettuce
<input type="checkbox"/>	Melons
<input type="checkbox"/>	Mustard Greens
<input type="checkbox"/>	Onions
<input type="checkbox"/>	Peas
<input type="checkbox"/>	Peppers
<input type="checkbox"/>	Potatoes
<input type="checkbox"/>	Pumpkins
<input type="checkbox"/>	Radishes
<input type="checkbox"/>	Spinach
<input type="checkbox"/>	Swiss Chard
<input type="checkbox"/>	Tomatillos
<input type="checkbox"/>	Tomatoes
<input type="checkbox"/>	Winter squash
<input type="checkbox"/>	Zucchini
<input type="checkbox"/>	Other: list at right

Part 2: Garden Produce Use

- This part of the *Garden Description* tab documents how produce grown in the garden is used.
- In Column A, enter the month/date (beginning with row 41)
- In Column B, list one item (per row) grown in the garden that is used for:
 - School meals (mark with an x or a 1 in Column D)
 - School snacks (mark with an x or a 1 in Column E)
 - Other school activity educational use (mark with an x or a 1 in Column F)
 - examples: taste tests, cooking activity, during classroom lessons, science projects, or other similar activities
 - OR Donating (mark with an x or a 1 in Column G)
 - examples: to a food pantry or other community organization, or sharing with families in the school community (teachers, parents, etc.)
- In Column C, enter the estimated weight of the produce harvested and used/donated in that reporting period.

	A	B	C	D	E	F	G	H
35	PART 2 OF 3: GARDEN PRODUCE USE							
36	Is garden produce used for procurement, either within the school meal program or for donations to food pantries/other community program?							
37	If yes, please complete the following.							
38	Month/reporting period	List Item (1 per row - there may be multiple rows per reporting period)	Estimated weight of produce (in pounds)	School meal use	School snack use	Other school educational activity use	Donation	
39								
40	Totals		0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
41								
42								

- The peach-colored cells (row 40; see above screenshot image) sum:
 - Column C - total pounds of produce grown in the garden
 - Column D - percent of items being used for school meals
 - Column E - percent of items being used for school snacks
 - Column F - percent of items being used in educational activities
 - Column G - percent of items being donated
 - *Note: Columns D-G are calculated according to the number of items entered in Column B, not according to the total pounds.*

Tab: Garden Activities (Garden Domain, Part 3)

This worksheet documents activities taking place in the garden for each student group.

PART 3 OF 3: GARDEN ACTIVITIES				School/Grade/Classroom		School/Grade/Classroom		School/Gr
Date	Garden use time	Garden Activity Description	# of visits	# minutes per visit	# of visits	# minutes per visit	# of visits	# of visits
<i>sample entries:</i>								
October	School day	F2S lesson: planting seeds (or core curricular lesson that integrates F2S concept)	2	35	4	30		
April	After-school program	Go! Veggies? Curriculum, lesson 1/unit 1	6	30	6	30		
Scores: Total			0	0	0	0		
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
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31								
32								
33								
34								
35								
36								
37								
38								
39								

Cells to complete:

- B4 (Last Updated)

	A	B	C
1	SCHOOL NAME:		0
2	SCHOOL YEAR:		0
3			
4	LAST UPDATED:		
5			

- Blue cells, row 7: student group names (as described for the other domains)

PART 3 OF 3: GARDEN ACTIVITIES				School/Grade/Classroom		School/Grade/Classroom		Sc
Date	Garden use time	Garden Activity Description	# of visits	# minutes per visit	# of visits	# minutes per visit	# c	# c
<i>sample entries:</i>								
October	School day	F2S lesson: planting seeds (or core curricular lesson that integrates F2S concept)	2	35	4	30		
April	After-school program	Go! Veggies? Curriculum, lesson 1/unit 1	6	30	6	30		
Scores: Total			0	0	0	0		

- Blank cells, beginning row 12.
 - Column A - enter the month/reporting period
 - Column B - enter the general time of the activity: School day, after-school, summer, or lunchtime
 - Column C - enter a brief description of the activity
 - Pairs of columns (one pair for each student group; example, columns D and E):
 - number of visits (i.e., that an individual student within the group would receive)
 - number of minutes *per visit*

Peach-colored cells (row 11) contain formulas to calculate the total number of visits and the total number of minutes received by each student group over the course of the school year.

PART 3 OF 3: GARDEN ACTIVITIES					
Date	Garden use time	Garden Activity Description	School/Grade/Classroom # of visits # minutes per visit	School/Grade/Classroom # of visits # minutes per visit	School/Grade/Classroom # of visits # minutes per visit
<i>sample entries:</i>					
October	School day	F2S lesson: planting seeds (or core curricular lesson that integrates F2S concept)	2 35	4 30	30
April	After-school program	Go Veggies? Curriculum, lesson 1/unit 1	6 30	6 30	30
Scores:		Total	0	0	0
12					
13					
14					

A Caveat

This tool can provide valuable information about the number and types of activities taking place in your farm to school program. It is clear that this farm to school Activity Tracking tool requires significant effort and time on the parts of personnel who are admirably committed to students while working on extremely limited financial and time budgets. We provide this tool as an opportunity for schools who are committed to more comprehensive evaluation efforts, who have ample capacity for collecting this information, or who may be participating in more formal research or evaluation efforts.

If your school is concerned about sustainability of tracking, perhaps consider using individual sections of the Activity Tracker depending on your own evaluation priorities - for example, perhaps it is most important to you to track garden use and activities, or to track procurement of local foods and their use in school meals. As mentioned above, be sure that your school has sustainable capacity for tracking across an entire school year (or more) in order to obtain meaningful information describing your farm to school program activities.