

# Indirect Activities: IN-PERSON - FY22

## Which IN-PERSON activities DO go in Indirect Activities?

1. EMS Booths (In-person)

## Which things DO NOT go in PEARS ?

1. Handouts
2. Recipe Cards
3. Calendars
4. Posters

1. PEARS → Track → Indirect Activities

2. Filter by Reporting Period and User.

Ex: SNAP-Ed 2022 (October 1, 2021- September 30, 2022) & Caitlin Kownacki

The screenshot shows the PEARS interface with a search bar at the top. Below it, there are three dropdown menus: 'Reporting Year', 'Reporting Period', and 'Users'. The 'Filter' button is circled in red, and an arrow points to it. Another arrow points to the 'Reporting Period' dropdown, which is currently set to 'SNAP-Ed 2022 (October 1, 2021 - September 30, 2021)'. A third arrow points to the 'Users' dropdown, which is currently set to 'Caitlin Kownacki'.

## GENERAL INFORMATION TAB

Find your existing entry or create a new one by selecting

[+ Add](#)

- ★ **Title:** Only use the booth names listed below. You should only have ONE entry for each of the booth types. Each time you do that type of booth, add a new Intervention Channel to the existing entry for that booth.

### EMS Booths (In-person)

- Booth/Breakfast
- Booth/Limit added sugars
- Booth/Physical activity
- Booth/Snacks
- Booth/MyPlate
- Booth/Produce
- Booth/Beans
- Booth/Healthier substitutions

★ **Important fields for the IL SNAP-Ed grant**

- ★ **Program Area:** SNAP-Ed
- ★ **Intervention Name:** Select "SNAP-Ed Community Network"
- ★ **Unit:** Select the Unit where you primarily deliver programming
- **Did this activity include a food demonstration/taste test:** Select Yes or No
- **Intervention topics:** Select all that are relevant
- **Activity Date Range:** Select 10/1/2021 for the "Start date" and 9/30/2022 for the "End date"
- **Comments:** Optional
- **File Attachments:** Optional - upload EMS Booth Participant Tally Forms.
  - **REQUIRED:** If newsletter sign-ups received, email EMS Booth Participant Tally Forms to uie-inepdocs@illinois.edu. Write "Participant Tally Form" in the email subject line.

## COLLABORATORS

- You will automatically be added as a collaborator to entries you create. Click [+ Add Collaborator](#) to add other staff to your entry. Check the box if the user helped with the work you're reporting.
- **Access:** If another staff member helped with an EMS Booth give them "View Only" access.
- **What role/contribution did user offer:** Enter the date(s) the staff member assisted with your activity.

## CUSTOM DATA

- ★ **IL SNAP-Ed Goals:** Select all IL SNAP-Ed grant goals your entry is related to.
- ★ **Type:** Select the type of booth you're reporting. This should match the title of your entry.
- ★ **Total \$ Value of Donations Received:** Enter the total \$ value of all donations received this program year (combined) to support the work reported in the indirect activity. Only include those from sources outside the University and if the total of the donation is \$20 or more. If none, enter "0" or leave field blank. If you received physical items (water bottles, plates, t-shirts, etc.) estimate the \$ value of the items. Each time a new donation is received add the value of it to the running total for the year.

## INTERVENTION CHANNELS AND REACH

After conducting an in-person EMS Booth, hanging a new EMS Poster, or providing approved handouts for a specific activity/event select:

[+ Add Intervention Channel](#)

- ★ • **Intervention Channel:** Community events/fairs-in which participated
- ★ • **Description:** Enter the date (DD/MM/YY) the booth occurred
- ★ • **Site:** Select the site where you did the booth
  - For sites not already in PEARS email [uie-inepdocs@illinois.edu](mailto:uie-inepdocs@illinois.edu). Put "ATTN: New PEARS Site" in the subject line. Put the site name, address, city, and zip code in the body of the email. Evaluation team staff will contact you once the site has been added. Do not add sites on your own.
- ★ • **Estimated # of UNIQUE individuals reached:** Enter your # of contacts during booth. (use EMS Booth Participant Tally Form to track)
- **Estimated # of NEW individuals reached:** Enter zero (0)
- **Source of reach data:** survey of target audience

## MARK AS COMPLETE

- ★ • ONLY select "mark as complete" at the end of the reporting year (by Sep 30), after all info has been entered for the program year.