

REVISED INTENT TO PARTICIPATE DIRECTIONS

The Intent to Participate and Revised Intent to Participate forms are important documents. They show who is committed to logging hours of nutrition education for the *Network*. These documents should be updated regularly. Names listed on these forms generate the names listed on the Harvest of the Month Produce Order Form and the Summary Log/Quality Assurance Form. Every participant who has signed the Intent to Participate or Revised Intent to Participate must submit accurate and complete time logs. The Revised Intent to Participate form is to be used for any **additions, replacements, deletions** or **revisions** to the original Intent to Participate.

Revised Intent to Participate Guidelines:

- Only Certificated personnel may sign Roles and Responsibilities for Participants to log time for the *Network*.
- Participants who sign the Revised Intent to Participate DO NOT generate additional funding for their school's budget but additional participants will receive the Harvest of the Month Produce.
- The Revised Intent to Participate is a legal document. All participants who sign the Revised Intent to Participate have agreed to logging 35 hours or more of nutrition education between October 1, 2009 and June 4, 2010. Hours are **not** pro-rated for participants who join later during the school year.
- The Revised Intent to Participate form must be **correct and legible** or it cannot be processed.
- Keep a copy of each Revised Intent to Participate form with your school's *Network* files. The original should be sent to the *Network* via school mail as soon as a change is made.

ADDITIONS AND REPLACEMENTS TO THE ORIGINAL Intent to Participate:

- **Additions** to the original Intent to Participate:
 - Participants may be added during the school year using the **REVISED INTENT TO PARTICIPATE**. Names should be written under the "Additions" section.
 - The "Additions" section is also for participants who did not sign up on the original Intent to Participate or were deleted from the original Intent to Participate due to missing or incorrect information or misinformation.
- **Replacements** for the original Intent to Participate:
 - Schools with participants who leave the school during the school year must furnish **Replacements**. Revised Intent to Participate forms with **Replacements** included in the "Replacements" section should be submitted as soon as a change is made to the original Intent to Participate form.
 - The Lead Teacher must contact the *Network* office immediately if a replacement is not available.
 - If a replacement is not available, the school is still responsible for the hours committed on the original Intent to Participate and Revised Intent to Participate (if applicable). **The school is required to complete the total number of hours committed on the Intent to Participate forms (35 hours multiplied by the number of participants on the form(s)). The commitment made by participants that drop out (when no replacements are available) must be completed by the remaining participants.**

DIRECTIONS:

1. **# (number):** Please number the lines clearly for each section. If you must use two or more sheets, make sure the line numbers for each section are sequential.
2. **Full Name:** Clearly print or type the name as it appears on the district-issued pay stub.
3. **Employee Number:** Each employee number should have at least six digits (some have an extra number at the end).
4. **Title:** Indicate the job assignment: Teacher, Nurse, Coordinator, Principal, etc.
5. **Track:** Indicate the track for the participant.
6. **Grade:** Indicate what grade(s) participant teaches.
7. **Start Date for Logging:** Indicate when you will begin logging hours of nutrition education.
8. **Replacement for:** Indicate which employee is being replaced.
9. **Signature:** Each participant must sign his/her own name. **LAUSD E-mail Address:** Each participant must include his/her **LAUSD e-mail address only**.
10. **Initial Read Roles/Responsibilities:** Each participant signing the Revised Intent to Participate must be given a copy of the Roles and Responsibilities of Participants to read and sign. They must initial the Revised Intent to Participate form to indicate that it has been signed. Keep a copy of this form for your files.