

Transmittal Form - Youth EFNEP Records

Educator Name: _____
County: _____
Date Submitted: _____

Records

List group name. This name should match the name on the Youth MARS and Group Enrollment Form.

Under ‘# of Pre/Post Evaluation,’ indicate how many sets of pre/post evaluations you are submitting for each group. Be sure to attach the Youth Group enrollment Form including Enrollment, Demographics, and Learning Experiences sheets before the pre/post evaluations. Place records behind transmittal form in order listed below.

Group Name	# of Pre/Post Evaluations	(x) if Enrollment sheet attached	(x) if Demographics sheet attached	(x) if Learning Experiences sheet attached	State staff received

Place a (x) if submitting the following:

	Volunteer List spreadsheet (highlight updated hours & new volunteers). If there are no updates, submit a Volunteer List and write “No updates”.	
	WebNEERS Youth Group Detail Report updates – If WebNEERS is accurate, submit 1 page from a Group Detail Report and write “No updates”.	

Educator Comments:

STATE STAFF USE ONLY

Date Received: _____ Received by: _____

Comments (if any):