Evaluation

Instructions
Thank you for registering for the Early Childhood and Education Montana Harvest of the Month (HOM) pilot program! We appreciate your commitment to supporting healthy children and learning about Montana agriculture!

As the HOM Team Leader for your school or program, we need your help in completing this required survey. Please complete this Beginning of Year Survey by September 15th.

Before completing this survey, consult with your HOM team members (i.e. kitchen staff, administrator, educators) to obtain accurate answers to the questions. Teams can use this printable version to gather answers first and the Team Leader/Contact should submit the survey online at: https://montana.qualtrics.com/jfe/form/SV_6QKJZvwd6wvu9H7

Please respond to the questions listed with as much detail as possible. Your participation in these surveys will guide us in developing materials and resources for Early Childcare and Education HOM launch for sites across the state during the 2018-2019 school year.

If you have any questions or need assistance completing this survey, please contact Melissa Lafontaine at melissal@ncat.org or 406-240-1367.
Basic Information

1. School name

2. Location

3. Your name

4. Your email

5. Your phone

6. All HOM sites will be listed on the Montana Farm to Institution map hosted by National Center for Appropriate Technology (http://farmtocafeteria.ncat.org/institutions/). To help food producers and businesses connect with your program, we wish to include contact information. Do you agree to have contact information listed on this map?
   - [ ] Yes
   - [ ] No

7. If answered yes above, please provide name (or position title) and contact information below for your primary site contact. To update incorrect contact information, please provide updated information below.
   Name:
   Phone:
   Email:

Baseline Assessment

8. Program site child enrollment
   *If this varies significantly, please use average student enrollment. Use most current enrollment.*

9. For the September 2017- June 2018 school year, how many children do you anticipate will participate in the Harvest of the Month educational activities at this school or afterschool program site? If conducting school-wide you can use enrollment.

10. How many parents do you anticipate will participate in Harvest of the Month? This includes helping with or attending a Harvest of the Month activity or taste test or eating a Harvest of the Month meal.

Questions for Kitchen Manager/Staff

The following questions are regarding the food service piece of the Harvest of the Month program. Please consult with your food service staff team member to answer these questions. Download a printable copy of this survey so they can review and answer the questions and provide to you to include in the survey. Kitchen Tracking Sheets are available for tracking this information throughout the program year and will be helpful for monthly and end of year reporting.

11. For the entire 2016-2017 school year, please list the business names of the local/Montana vendors, food businesses, and farmers from whom your school or afterschool program’s food service has purchased food.
12. For the June 2016-September 2017, how often are the following foods served in your food service program that were grown locally or in Montana. Can be served in a meal, snack, or salad bar. Please circle one response for each food item listed below.

<table>
<thead>
<tr>
<th>Food</th>
<th>Never</th>
<th>1-3 times/yr</th>
<th>4-6 times/yr</th>
<th>7-10 times/yr</th>
<th>11+ times/yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Squash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kale</td>
<td></td>
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<tr>
<td>Apples</td>
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<td></td>
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<tr>
<td>Winter Squash</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrots</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Beets</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Beef</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Grains</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lentils</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

13. For September 2016-June 2017, about how much of your total food purchases (in dollars) were spent on local/Montana foods NOT INCLUDING fluid milk? If you’re not sure, a rough estimate is perfectly acceptable.

14. For September 2016-June 2017, about how much was spent on the following specific Montana grown/produced foods. Please report the dollars spent on MONTANA PRODUCED items only. Please indicate if you do not know an answer rather than leaving blank or guessing.

<table>
<thead>
<tr>
<th>Montana Grown/Produced Food</th>
<th>Dollars ($) Spent (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Squash (1)</td>
<td></td>
</tr>
<tr>
<td>Kale (2)</td>
<td></td>
</tr>
<tr>
<td>Apples (3)</td>
<td></td>
</tr>
<tr>
<td>Winter Squash (4)</td>
<td></td>
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<tr>
<td>Carrots (5)</td>
<td></td>
</tr>
<tr>
<td>Beets (6)</td>
<td></td>
</tr>
<tr>
<td>Beef (7)</td>
<td></td>
</tr>
<tr>
<td>Grains (8)</td>
<td></td>
</tr>
<tr>
<td>Lentils (9)</td>
<td></td>
</tr>
<tr>
<td>Leafy Greens (9)</td>
<td></td>
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</tbody>
</table>
Questions for Educator or Administrator

Work with the educator(s) and/or administrator(s) that are on your Harvest of the Month team to answer the following questions. Provide this section of the survey so they can review and answer the questions and provide to you to include in the survey.

15. List the educators (teacher, parents, volunteers, etc.) name and title/affiliation of the individuals that plan to conduct HOM educational activities. List the classroom levels of the students that will be reached. Note: these can be any HOM related activities, they do not need to be the lessons provided in the materials.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title/Affiliation</th>
<th>Classroom</th>
</tr>
</thead>
</table>

Promotion & Implementation

16. What partners do you anticipate will help promote and implement Harvest of the Month in 2017-2018? Select all that apply.

- Parent teacher organization
- Community partners please list: ____________________________
- Community businesses (grocery store, restaurants, etc.)
- Other institutions (hospitals, colleges, etc.)
- Farmers, ranchers, other food producers
- Culinary professionals
- Parents
- Other, please list: ____________________________

17. What strategies does your school or afterschool program plan to use to promote the Harvest of the Month program to parents and the community in 2017-2018 school year? Select all that apply.

- Put HOM monthly announcement in the school newsletter
- Put HOM monthly announcement on the school website or social media sites (i.e. Facebook or Twitter)
- Highlight HOM items, facts, or logo on menu
- Invite parents to the monthly Harvest of the Month meal
- Involve parent volunteers in the Harvest of the Month classroom activities.
- Send the Harvest at Home (parent handout) home with students
- Host a Harvest of the Month school wide event during the year
- Send announcement to parent teacher organization
- Partner with local business (e.g., grocery store) to support and promote
- Send media release
- Other, please list: ____________________________

18. What do you anticipate will be your site’s main challenges in implementing Harvest of the Month? How will you overcome these challenges? What do you need to overcome the remaining challenges?

19. Do you have any questions?
20. Please share any stories of success from implementing Harvest of the Month this year. You can share stories, photos, or recipes at any time at: http://www.montana.edu/mtfarmtoschool/connect/share-story.html

**Finished?**

Submit the answers to the *Beginning of Year Survey* for each participating school or afterschool program site at:

https://montana.qualtrics.com/jfe/form/SV_6QKJZywd6wvu9H7

Thank you!