



## Baseline Survey | 2020-2021 | Schools + Afterschool Programs

# Evaluation

### Instructions

Thank you for registering for the Montana Harvest of the Month (HOM) 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 Baseline Survey within 30 days of registering.**

Before completing this survey, consult with your HOM team members (i.e. food service manager, administrator, educators) to obtain accurate answers to the questions. Teams can use this printable version to gather answers and the Team Leader/Contact should **submit the survey online at:** [https://montana.qualtrics.com/jfe/form/SV\\_9KYppkCu0tqmoGp](https://montana.qualtrics.com/jfe/form/SV_9KYppkCu0tqmoGp)

Please submit one survey per participating school or afterschool program site. Do not submit the report for the district or overall afterschool program that includes multiple sites. For example, if you have four schools participating in a district, submit four separate surveys. Responses for the food service related questions may be answered on the district or school food authority level rather than specific school or afterschool program site.

**If you have any questions or need assistance completing this survey, please contact Aubree Roth at [aubree.roth@montana.edu](mailto:aubree.roth@montana.edu) or (406) 994-5996.**

It is important for Montana Team Nutrition to understand what you like about Harvest of the Month and how to better design Harvest of the Month in the future. If you choose, this survey will also be entered into a research study. Participation in this study is voluntary and anonymous. You are required to complete the survey for participation in Harvest of the Month, but you can choose to opt your answers out of the research study. You can choose to not answer any questions you do not want to answer and/or you can stop at any time. We will protect the information that you provide by not attaching your name to your responses and safely storing this information. The provided information will be combined with responses from other individuals. Your participation is valuable in understanding how to improve Harvest of the Month in the future. This study is supported by USDA Team Nutrition.

Contact information: You may contact our research team if you have any questions about this research. You may also contact a representative at Montana State University with any question about your involvement this study. The contact for this is Dr. Mark Quinn, Chair of the Institutional Review Board, (406) 994-4707; email: [mquinn@montana.edu](mailto:mquinn@montana.edu).

- I agree to my survey responses being part of a research study.
- I do not want my survey responses to be part of a research study.

### Need Assistance?

Aubree Roth

Montana Farm to School Coordinator

[aubree.roth@montana.edu](mailto:aubree.roth@montana.edu) | (406) 994-5996

[www.montana.edu/mtharvestofthemoth](http://www.montana.edu/mtharvestofthemoth)

## Basic Information

1. School or afterschool program name  
Please submit a separate survey for each participating school or afterschool program site. For example, if three schools are participating within your district, submit three surveys—one for each school.
2. School or afterschool program  
*Please select one.*
  - School
  - Afterschool program
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, preferably this is the food service director. To update incorrect contact information, please provide updated information below.  
Name:  
Phone:  
Email:
8. List each team member's name, affiliation/position, and email address below. At a minimum your team must have an administrator, food service staff, and educator. Anyone on the list will receive Harvest of the Month update emails.

Name	Title/Affiliation	Email Address
------	-------------------	---------------

## Baseline Assessment

9. School or afterschool program site student enrollment  
*If this varies significantly, please use average student enrollment. Use most current enrollment.*
10. For the **2020-2021** school year, how many **students** 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.

## Questions for Food Service 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.

11. You may answer the **food service questions** using district-wide information OR for the specific school or program site you are reporting in this survey. Indicate if the following questions are answered on behalf of the whole district or individual site (school or afterschool program).

*Please select one.*

- District
- Participating school
- Afterschool program site

12. For the **2019-2020 school year**, 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.
13. For the **2019-2020 school year**, how much of your total local food purchases (in dollars) were spent on **specialty crop foods** specifically? Examples include: cherries, kale, apples, squash, carrots, beets, lentils, greens, etc. Does not include: meats, grains, or milk. If you're not sure, a rough estimate is perfectly acceptable.
14. For the entire **2019-2020 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.
15. For the entire **2019-2020 school year**, 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.*

Cherries	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Summer Squash	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Kale	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Apples	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Winter Squash	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Carrots	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Beets	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Beef	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Grains	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Lentils	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Leafy Greens	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Chickpeas	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Dairy	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Brassicas*	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr

*\*Brassicas include cabbage, broccoli, bok choy, kohlrabi, Brussels sprouts, turnips, and others.*

## 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.

16. List the educators (teacher, parents, volunteers, FoodCorps, etc.) name and title/affiliation of the individuals that plan to conduct HOM educational activities. List the grade 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.*

Name	Position Title/Affiliation	Grade(s)
------	----------------------------	----------

## Promotion & Implementation

17. What partners do you anticipate will help promote and implement Harvest of the Month in **2020-2021**?

*Select all that apply.*

- Students (enrolled in health, culinary, family & consumer science, agriculture, or other relevant classes)
- Student clubs or council (FCCLA, FFA, DECA, etc.)
- Parent teacher organization
- Community partners (SNAP-ed, MSU Extension, etc.)
- Community businesses (grocery store, restaurants, etc.)
- Other institutions (hospitals, colleges, etc.)
- Farmers, ranchers, other food producers
- Culinary professionals
- Parents
- Other, please list: \_\_\_\_\_

18. 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 **2020-2021** 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: \_\_\_\_\_

19. 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?

20. Do you anticipate that the coronavirus pandemic will change anything related to Harvest of the Month for your site? If so, please describe.

21. Do you have any questions?

22. 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 Baseline Report for each participating school or afterschool program site at:  
[https://montana.qualtrics.com/jfe/form/SV\\_9KYppkCu0tqmoGp](https://montana.qualtrics.com/jfe/form/SV_9KYppkCu0tqmoGp)

Thank you!



The Montana Harvest of the Month program showcases Montana grown foods in Montana communities. This program is a collaboration between Montana Farm to School, Office of Public Instruction, Montana Team Nutrition Program, National Center for Appropriate Technology, Montana State University Extension, Gallatin Valley Farm to School, FoodCorps Montana, and Montana Department of Agriculture. More information and resources are available at: [www.montana.edu/mtharvestofthemonth](http://www.montana.edu/mtharvestofthemonth).

Funds were provided in part by USDA Team Nutrition Training grants, USDA funds, USDA Farm to School grants, Montana Healthcare Foundation, Northern Pulse Growers Association, Montana Department of Public Health and Human Services, Montana School Nutrition Association, Montana Department of Agriculture Specialty Crop Block Grant, Montana Grains Foundation, Dairy MAX, Montana Pulse Crop Committee, Montana Wheat and Barley Committee. This institution is an equal opportunity provider and employer. The Montana State University Extension Service is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.