

## Make Your Donation Count Evaluation Instructions

Follow these steps:

- a) Copy enough **evaluation forms** for each participant. This evaluation is an **end of session** tool. Please **do not** change any of the questions, this will invalidate your data. You may **add** your own questions on a separate form, if you wish.
- b) Distribute the evaluation at the end of the training. Ask participants to complete the form to the best of their ability.
- c) **Collect the evaluations.**
- d) **Compile** training results (below) and enter summary data on the website: [safeproduce4foodpantries.org](http://safeproduce4foodpantries.org) under the **Evaluation** tab.

### Summary form:

Your name: \_\_\_\_\_

Your state: \_\_\_\_\_

Date of your training: \_\_\_\_\_

Length of your training: 30-60 minutes      1-2 hours      2 hours or more

Number of participants attending: \_\_\_\_\_

How would you describe your audience (mark all that apply):

- Master Gardener volunteers
- Gardeners at a community garden (may or may not be a food pantry garden)
- Interested community members
- Youth gardeners
- Other

Which phrase best describes your program:

- Lecture/demonstration (inside)
- Lecture with hands-on component (inside)
- Lecture/demonstration in a garden (outside)
- Lecture with hands-on component (outside)
- Other

Q1-3. Enter the responses to Questions 1-3 on the web form.

Q4. This training increased my understanding of why produce safety is important for food pantry guests.

Response	1 Strongly Disagree	2 Disagree	3 Neither Agree nor Disagree	4 Agree	5 Strongly Agree
Total #					

This training increased my understanding of how my growing/gardening practices affect the safety of my produce donations.

Response	1 Strongly Disagree	2 Disagree	3 Neither Agree nor Disagree	4 Agree	5 Strongly Agree
Total #					

This training increased my understanding of steps I can take to make sure my produce donations are safe and high quality.

Response	1 Strongly Disagree	2 Disagree	3 Neither Agree nor Disagree	4 Agree	5 Strongly Agree
Total #					

Q5. Enter the responses to Question 5 on the web form.

Q6. How would you rate this training?

Response	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
Total #					

**Demographic summary**

Age	<18	18-29	30-39	40-49	50-59	60-69	70+
Total #							

Gardening	1 year or less	2-5 years	5-10 years	10+ years
Total #				

Gender	Male	Female	Prefer not to answer
Total #			

**Ethnic heritage**

**Total #**

American Indian or Alaska Native	
Asian	
Black or African American	
Hispanic, Latino or Spanish Origin	
Middle East or North African	
Native Hawaiian or Pacific Islander	
White or European	
Two or more races	
Other	
Prefer not to answer	