

## Keep it Fresh and Healthy 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.

### 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)

- Regular pantry volunteers
- Food pantry staff
- Interested community members
- Gardeners
- Special volunteers (pantry guests, work program members, etc)
- Other

Which phrase best describes your program:

- Lecture/demonstration in a classroom
- Lecture with participant engagement/interactive exercises (classroom)
- Lecture/demonstration in a food pantry setting
- Lecture with participant engagement in a food pantry setting
- Other

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

Q4. This training increased my understanding of why safe produce 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 the steps our pantry can take to make sure produce is safe when accepting, handling, storing and sharing produce with 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 the importance of maintaining a clean pantry environment and practicing good personal hygiene.

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 #							

Food pantry	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	