



## Appendix A

**To:** USDA Farm to School Training grant awardees

**From:** The USDA Farm to School Program

**Subject:** Implementation of evaluation protocols and reporting of results

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The USDA Farm to School Program is funding trainings that strengthen farm to school supply chains or provide technical assistance in the area of local procurement, food safety, culinary education and integration of agriculture-based curriculum. You are receiving this memo as a result of receiving funding from USDA to complete one of these trainings.

**After completing your conference or event, the USDA Farm to School Program requires that you inform us about the number of participants and any results from your evaluation.** When sending in your evaluation results, please send a copy of the completed questionnaires and/or a summary of the results. Please also provide a copy of any materials related to the conference/event such as a program agenda or other resources. This will help USDA summarize the scope and reach of these trainings, measure outputs/outcomes and refine strategies for increasing the use of local foods in school meal programs.

For your reference, attached are sample questions USDA recommends using as part of your evaluation. Questions 1, 2, 3, and 4 are **required** questions that all conferences and events must include as part of the evaluation.

Staff members of the USDA Farm to School Program are available to support you in successfully completing an evaluation of your conference or event. If you have any questions about completing an evaluation of your conference/event or would like assistance developing your evaluation questionnaire/protocols, please contact us at [farmtoschool@fns.usda.gov](mailto:farmtoschool@fns.usda.gov).

**Sample Evaluation Questions**

*The USDA Farm to School Program is interested in receiving your feedback about this conference or event. Please complete the short survey below.*

**\*Required Survey Question**

- 1. Please select the category that best describes your role in farm to school programs. Please select only one category.\***

- Food service professional
- Food distributor
- Teacher/Academic
- Cooperative Extension Professional
- Farmer/Producer
- State agency representative
- Non-profit representative
- Parent
- Other, please list \_\_\_\_\_

- 2. As a result of this training, did you gain any new knowledge about purchasing local foods for school meal programs? \***

- Yes
- No

Please share any comments:

- 3. Would you recommend this training to a colleague? \***

- Yes
- No

Please share any comments:

**4. What topics related to farm to school or purchasing local foods for school meal programs would you like additional training on? Please check all that apply. \***

- Finding local producers/farmers
- Local procurement rules/regulations
- Food safety regulations
- Menu planning using local foods
- Promotions and outreach of farm to school programs
- Developing school gardens
- Other

Please share any comments:

*Thank you for completing this survey.  
Please return this survey to [fill in the  
blank].*

*Optional Survey Questions*

**5. Please describe the most valuable aspects, topics, or activities included in this training.**

**6. Please describe key take a ways or lessons learned through this training.**

7. As a result of this training, what steps do you plan to take?

8. Were the presenters knowledgeable, engaging and pacing appropriately?

Yes

No

Please share any comments:

9. Do you have any additional questions that were not answered by the presenters?

Yes

No

If you answered yes, please list your questions.

*Thank you for completing this survey.  
Please return this survey to [fill in the  
blank].*