



End of Year Survey | Schools + Afterschool | Due June 30, 2024

Evaluation

Instructions

Thank you for participating in 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.

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_6zpwH4ty1A6J0zk

Need Assistance?

Jay Stagg

Montana Farm to School Coordinator

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mtharvestofthemonth.org

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.

You can register or cancel registration for any of your site(s) for the **2024-2025** school year in this survey. You may also receive additional printed packet(s) for your sites upon request (dependent on availability). Sites that register for **2024-2025** school year will not need to complete a Baseline Survey for the 2024-2025 school year (only the End of Year Survey each year).

If you have any questions or need assistance completing this survey, please contact Jay Stagg at jay.stagg@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.

- ☐ 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.

Basic Information

1. School or afterschool program name

Select site name from dropdown box. 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 [Abundant Montana](#) directory hosted by the Alternative Energy Resources Organization (AERO). To help food producers and businesses connect with your program, we wish to include your contact information. Do you agree to have contact information listed on this map?

- ☐ Yes
- ☐ No

7. If answered yes above, please provide contact information you would like to have listed below.

Name:

Phone:

Email:

8. Do you wish to keep this **site** registered for the **2024-2025** school year? *Please note: a site is an individual school or afterschool program.*

- ☐ Yes
- ☐ No

9. If yes, do you need a new printed packet for this site?

- ☐ Yes
- ☐ No

10. Please list ALL team members for the 2024-2025 HOM year. At a minimum, your team must have an administrator, food service staff, and educator. Please list name, affiliation/position, and email address below. The individuals listed here will receive access to the HOM Portal and e-newsletters.

Participation – 2022-2023 School Year

Please complete the following questions using information from the 2023-2024 school year.

11. School or afterschool program site student enrollment

If this varies significantly, please use average student enrollment. Use most current 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.

12. 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

13. For the 2023-2024 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, an estimate is perfectly acceptable.
14. For the 2023-2024 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, brassicas, etc. Does not include: meats, grains, or milk. If you're not sure, an estimate is perfectly acceptable.
15. Please list any of the Harvest of the Month items you had challenges sourcing locally/from Montana during 2023-2024 school year. Please explain your challenges with sourcing. *Leave blank if not applicable.*
16. For the entire 2023-2024 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.
17. For the entire 2023-2024 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
Buffalo	Never	1-3 times/yr	4-6 times/yr	7-10 times/yr	11+ times/yr
Herbs	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.

18. For the **2023-2024** school year, how many students participated in the Harvest of the Month educational activities at this school or afterschool program site? If conducting school-wide you can use enrollment. Do not duplicate students. For example, if a classroom of 30 students participated in HOM activities each month (10 activities), they count as 30 unduplicated students.

19. On average, how long were the HOM activities?

Please circle one.

Less than 15 min

15 min

30 min

1 hour

More than 1 hour

Promotion & Implementation

20. Please describe your site's main challenges in implementing Harvest of the Month. How did you overcome these challenges? What do you need to overcome the remaining challenges?

21. Please share your recommendations for improving the Harvest of the Month program or materials.

22. Please share any stories of success from implementing Harvest of the Month in **2023-2024**. 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 *End of Year Report* for each participating school or afterschool program site at:
https://montana.qualtrics.com/jfe/form/SV_6zpwH4ty1A6J0zk

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, Montana State University, Gallatin Valley Farm to School, FoodCorps Montana, Montana Department of Agriculture, Montana Organic Association, and Abundant Montana. More information and resources are available at mtharvestofthemoth.org.

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