**SHELTER STAFF FOOD QUESTIONNAIRE**

1) **Where does the overall funding for your shelter come from? How much of that funding is allocated for food?**

Funding sources:

% of overall funding allocated for food:

0-25%

25-50%

50-75%

75-100%

2)     **Please describe the main suppliers of food for your shelter. What percent of each contributes to the food supply of your shelter (total should add up to 100)?**

Purchases Government Donations Community Donations

Corporate Donations Other

3)  **Does your shelter have a monthly food budget and if so, how much? How much per person?**

$0-200

$200-400

$400-600

$600-800

$800-1000

Per person:

4)     **In the last year, how many people did your shelter on average serve per month?**

<100 people

101-500 people

1001-1500 people

More than 1500 people

5) **How many meals does your shelter serve per day? How many days per week is your food served? Which meal(s) do you serve?**

Number of Meals:

0

1

2

3

>3

Types of Meals:

Breakfast

Lunch

Dinner

Snacks

Other

6)     **Please respond to what extent you agree with the following statement:**

On average, over the last 6 months, my shelter has been able to request and receive enough of the following items to serve all clients that visit my shelter through the month.

a.      **Fresh fruits and vegetables**

1 2 3 4

Strongly disagree Moderately Disagree Moderately agree Strongly agree

b.      **Lean protein (e.g. chicken, turkey, beans)**

1 2 3 4

Strongly disagree Moderately Disagree Moderately agree Strongly agree

c.      **Low-fat dairy (1% or skim milk, low-fat yogurt)**

1 2 3 4

Strongly disagree Moderately Disagree Moderately agree Strongly agree

d.      **Whole grains**

1 2 3 4

Strongly disagree Moderately Disagree Moderately agree Strongly agree

e.      **Low-sugar beverages**

1 2 3 4

Strongly disagree Moderately Disagree Moderately agree Strongly agree

7) **How satisfied are you with the following on a scale from 1-4?**

**Ability to purchase healthy food within your budget**

1 2 3 4

Strongly disagree Moderately Disagree Moderately agree Strongly agree

**Ability to access donated healthy donated food from food banks**

1 2 3 4

Strongly disagree Moderately Disagree Moderately agree Strongly agree

**Ability to access donated healthy food from community food drives**

1 2 3 4

Strongly disagree Moderately Disagree Moderately agree Strongly agree

8) **What do you see as the biggest barriers to *accessing* healthy foods sufficiently?**

9) **Do you find that certain categories or types of food are more easily accessed than others?**

10) **Are there any nutrition standards that must be met for the food supply?**

Yes No

If yes, please expand in more depth.

11) **Does your shelter have any policies that require workers to seek out donations of healthy food or purchase healthy food? If so, please describe.**

Formal Policy Informal Policy No Policy

12)      **Does your shelter have a way in which the nutritional value of the food serve is considered or evaluated?**

Yes No

If yes, please explain in more depth.

13) **Does your shelter have a nutritionist or nutrition consultant?**

Yes No

If yes, please explain in more depth.

14) **Are guests allowed to bring food into the shelter upon arrival?**

Yes No

If yes, please explain in more depth.

15) **What is your method of distributing food? Is it restaurant style or cafeteria style?**

16) **What are the most popular foods among the guests?**

17) **How have the guests responded to healthy foods (e.g. whole grains, fresh fruits and vegetables, lean protein, low-fat dairy, low-sugar beverages)?**

18) **Are there healthy foods that have been more popular with the guests than others?**

**19) Is food education provided in any form to your guests? e.g. Are guests educated about the healthy food options?**

Yes No

If yes, please expand in more depth.

**20) Is food education provided in any form to the chefs or kitchen volunteers?**

Yes No

If yes, please expand in more depth.

21) **Is there a formal mechanism for feedback about the food at the shelter?**

Yes No

If yes, please expand in more depth.

22) **What feedback have guests given you about the food choices at the shelter? How much of a priority does type of food seem to be to the guests?**

23) **Is there any attention paid to how healthy food is displayed?**

Yes No

If yes, please expand in more depth.

24) **Is any type of food left out between meals?**

Yes No

If yes, please expand in more depth.

25) **Do your volunteers/employees eat the food served to the guests?**

Yes No

26) **How have changes in budget such as budget cuts affected the food budget? Please be specific if possible.**

27) **What do you see as the biggest barriers to *serving* healthy foods?**

28) **What services would allow you to provide more nutritious foods to individuals who visit your shelter?**

29) **Do you have a weekly menu that we would be able to see a copy of?**

30) **Please provide the following demographic information:**

a. What is your age?

b. How long has this shelter been in existence?

c. What is your role in the shelter?

d. How long have you been working in this shelter?

e. What is your motivation for doing this work?