

## School Foodservice Manager Posttest Survey Administration Protocol Highlights *The Great Garden Detective Adventure*

**SURVEY ADMINISTRATOR:** Evaluation staff

**OVERVIEW OF THE ADMINISTRATION OF FOODSERVICE MANAGER POSTTEST SURVEY BY EVALUATION STAFF:**

- ***Between 10 days and 2 weeks*** prior to the conclusion of the implementation of the curriculum, mail to the School Foodservice Manager of each participating school, the following:
  - Cover Memo
  - Foodservice Manager Posttest Survey
  - Stamped, pre-addressed return envelope
  
- ***Three days prior to the due date for the survey*** contact the Foodservice Manager via phone with a reminder of the due date for the survey.
  - If the survey has not been returned within five days of the date by which it was to be mailed, contact the Foodservice Manager via phone as a reminder that the survey needs to be completed and returned immediately.
  
- ***Mail the Foodservice Manager*** a stipend in the amount of \$25.00 if the completed survey was received within five days of the date by which it was to be mailed.

## Memorandum

Date: \_\_\_\_\_

To: School Foodservice Manager  
(Insert School Name)

From: Dr. Susan Russell  
Dr. Jill English  
R<sup>2</sup>E<sup>2</sup>: Russell & English Research & Evaluation

Subject: Completion of Foodservice Manager Survey for *The Great Garden Detective Adventure*

This year, one 3<sup>rd</sup> and one 4<sup>th</sup> grade teacher at your school participated in a pilot test of the U.S. Department of Agriculture's *The Great Garden Detective Adventure* garden-based nutrition education curriculum. As part of the curriculum, teachers conducted taste-testing of produce featured in the curriculum. They may have done other activities such as preparing recipes in the classroom. We would like to know if, and how, you were involved with this curriculum. This information will be used to revise the curriculum to better meet the needs and interests of students.

We ask that you complete the attached survey about your work related to that curriculum, and with the teachers and students. Place the completed survey in the return envelope (attached) and mail it no later than (date) when we visit your school. If the completed survey is received within five days of this date, you will be mailed a stipend of \$25.00 for your time.

If you have any questions about this survey, please contact Susan Russell at (800) 825-8602 or [susan@r2e2evaluation.com](mailto:susan@r2e2evaluation.com).

Thank you for your help with this important project.