

## FARM TO SCHOOL CENSUS FAX-BACK QUESTIONNAIRE

If you would rather complete the Farm to School Census by hand and fax back, please use this form and **fax the form back to xxx-xxx-xxxx**. If you need assistance, **please call xxx-xxx-xxxx**.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0536-nnnn (expires [insert date]). The time required to complete this information collection is estimated to average 9 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information collection is conducted under the authority of 7 U.S.C. 427.*

### Welcome to the Farm to School Census!

We know this year has been even busier than usual, and we deeply appreciate your time.

Your assistance in carrying out the Farm to School Census is vital for allocating grant funding and technical assistance for Farm to School programs in your State that support local and regional economies and encourage healthy food choices.

Before you start, a few important reminders:

- Please complete the questionnaire -- even if you don't buy any locally produced food -- we need your response to estimate what percent of school districts ARE buying locally produced food.
- The questionnaire has been kept as short as possible and should take about 20 minutes if you have a local procurement program and only 5 minutes if you do not have one.
- A few questions ask for the total value of food purchases from 2011-12, and what percent of those purchases were locally produced. Estimates are perfectly acceptable, so please don't spend excessive amounts of time doing the calculations. That said, if you already have that information, it will help to have it handy before you start.
- The questionnaire does not include any personal or compliance-related information. However, we must inform you that your responses are not confidential and are not covered by the Confidential Information Protection and Statistical Efficiency Act of 2002. USDA will treat all information gathered in accordance with the Freedom of Information Act (5 U.S.C. 552).
- Please also note that USDA has requested contact information for SFAs in each state in order to construct a list frame to identify which SFAs have responded to the Farm to School Census and to contact a sample of non-respondents to request completion of an abridged set of questions. The list frame will be retained after the Farm to School Census is completed for use in frame building and other statistical activities conducted by USDA or other federal agencies.

Again, many thanks!

Deborah Kane  
National Director, USDA Farm to School Program

1. School District Identification:

School District Name: (Please print complete district name without abbreviation)

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5 digit ZIPCODE for the school district mailing address:

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ID number assigned to your school district by your State Agency (if known):

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2. Farm to School activities generally center around procurement of local or regional foods and food, agriculture or nutrition-based educational activities such as but not limited to:

- Serving local food products in school (meals and snacks)
- Serving local food products in classrooms (snacks, taste tests, educational tools)
- Conducting educational activities related to local foods such as farmers in the classroom and culinary education focused on local foods, field trips to farms, farmers' markets or food processing facilities, and educational sessions for parents and community members
- Creating and tending school gardens (growing edible fruits and vegetables)

Based on the definition above, did your district or any schools in your district participate in Farm to School activities during the 2011/2012 school year? (Please check one.)

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Yes   | <b>SKIP TO QUESTION 14 ON PAGE 8</b> |
| <input type="checkbox"/> No, but started activities in 2012/2013 school year | <b>PROCEED BELOW</b>                 |
| <input type="checkbox"/> No, but plan to start activities in the future      | <b>SKIP TO QUESTION 8 ON PAGE 4</b>  |
| <input type="checkbox"/> No activities currently and no plans                | <b>SKIP TO QUESTION 11 ON PAGE 6</b> |
| <input type="checkbox"/> I don't know  | <b>SKIP TO QUESTION 13 ON PAGE 7</b> |

If the answer to Question 2 is "No, but started activities in 2012/13", please proceed to these questions:

3. Are you aware of the "geographic preference" option within USDA procurement rules that allows districts to state a preference for local products in the specifications for bids on minimally processed agricultural products and fish?

- Yes
- No
- I don't know

4. What activities are you starting this year? (Please check all that apply)

- Serving locally produced foods in the cafeteria
- Holding taste testing/demos of locally produced foods in the cafeteria, classroom or other school-related setting
- Using cafeteria food coaches (e.g. adults or students in the cafeteria encouraging kids to eat healthy/local foods)
- Conducting edible school gardening or orchard activities
- Serving products from school-based gardens or school-based farms in the cafeteria
- Holding taste testing/demos of product from school-based gardens or school-based farms in the cafeteria, classroom or other school-related setting
- Conducting student field trips to farms
- Having farmer(s) visit the cafeteria, classroom or other school-related setting
- Promoting local efforts through themed or branded promotions (e.g. Harvest of the Month, Local Day, Taste of Washington, etc.)
- Promoting locally produced foods at school in general (e.g. via cafeteria signs, posters, newsletters, etc.)
- Generating media coverage local foods in schools (e.g. press interviews or other activities that resulted in local coverage)
- Hosting community events (e.g. invited parents to lunch, corn shucking contests, etc.)
- Celebrating Farm to School Month (October 2011)
- Integrating farm to school concepts into educational curriculum (math, science, language arts, etc.)
- Other: (please describe)

5. How does your district define "local" as it relates to your food procurement?

- Same city/county
- Produced within a 50 mile radius
- Produced within a 100 mile radius
- Produced within a 200 mile radius
- Produced within a day's drive
- Produced within the State
- Produced within the region
- Geographic along with other restrictions
- Other (please specify)

6. If you answered “produced within the region,” please describe your definition of region:

7. If you answered “Geographic along with other restrictions,” please specify other restrictions:

**THANK YOU for completing this questionnaire!** For more information on starting or expanding farm to school activities, please see the National Farm to School Network at <http://www.farmtoschool.org> or USDA’s Farm to School website at <http://www.fns.usda.gov/cnd/F2S/>.

Questions or comments?

Please contact: Deborah Kane,  
National Director, USDA Farm to School Program  
[Deborah.Kane@fns.usda.gov](mailto:Deborah.Kane@fns.usda.gov)

If the answer to Question 2 is “No, but planning to start activities in the future”, please skip to these questions:

8. Are you aware of the “geographic preference” option within USDA procurement rules that allows districts to state a preference for local products in the specifications for bids on minimally processed agricultural products and fish?

- Yes
- No
- I don’t know

9. What activities are you starting in the future? (Please check all that apply)

- Serving locally produced foods in the cafeteria
- Holding taste testing/demos of locally produced foods in the cafeteria, classroom or other school-related setting
- Using cafeteria food coaches (e.g. adults or students in the cafeteria encouraging kids to eat healthy/local foods)
- Conducting edible school gardening or orchard activities
- Serving products from school-based gardens or school-based farms in the cafeteria
- Holding taste testing/demos of product from school-based gardens or school-based farms in the cafeteria, classroom or other school-related setting
- Conducting student field trips to farms
- Having farmer(s) visit the cafeteria, classroom or other school-related setting
- Promoting local efforts through themed or branded promotions (e.g. Harvest of the Month, Local Day, Taste of Washington, etc.)
- Promoting locally produced foods at school in general (e.g. via cafeteria signs, posters, newsletters, etc.)
- Generating media coverage local foods in schools (e.g. press interviews or other activities that resulted in local coverage)
- Hosting community events (e.g. invited parents to lunch, corn shucking contests, etc.)
- Celebrating Farm to School Month (October 2011)
- Integrating farm to school concepts into educational curriculum (math, science, language arts, etc.)
- Other: (please describe)

10. When do you plan to start?

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If the answer to Question 2 is “No activities currently, and no plans for the future”, please skip to these questions:

11. Are you aware of the “geographic preference” option within USDA procurement rules that allows districts to state a preference for local products in the specifications for bids on minimally processed agricultural products and fish?

- Yes
- No
- I don't know

12. Are any of the following considered to be problems in procuring local products or reasons why your district does not purchase local products? (Please check all that apply.)

- Hard to find year-round availability of key items
- Local items not available from primary vendors
- Vendors for local items don't offer a broad range of products
- Higher prices
- Unstable product prices
- Lack of reliability in delivering ordered items
- Lack of compliance with your institution's purchasing regulations and policies
- Lack of availability of processed/precut products
- Lack of kitchen capacity/equipment to prepare fresh items
- Hard to find new suppliers/growers or distributors
- Hard to get information about product availability
- Hard to place orders with vendors
- Getting on-time deliveries
- Getting product delivered that meets your quality requirements and other specs, such as size
- Having quantity delivered equal to quantity ordered
- Resolving problem deliveries
- Inability to pay farmers according to farmers' needs due to school district payment procedures
- Other, please describe:

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If the answer to Question 2 is "I don't know", please skip to this question:

13. Are you aware of the "geographic preference" option within USDA procurement rules that allows districts to state a preference for local products in the specifications for bids on minimally processed agricultural products and fish?

- Yes
- No
- I don't know

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If the answer to Question 2 is "Yes", please skip to these questions:

14. To the best of your knowledge, please check the activities that any of your district's schools engaged in during 2011-12 (Please check all that apply)

- Served locally produced foods in the cafeteria
- Held taste testing/demos of locally produced foods in the cafeteria, classroom or other school-related setting
- Used cafeteria food coaches (e.g. adults or students in the cafeteria encouraging kids to eat healthy/local foods)
- Conducted edible school gardening or orchard activities
- Served products from school-based gardens or school-based farms in the cafeteria
- Held taste testing/demos of product from school-based gardens or school-based farms in the cafeteria, classroom or other school-related setting
- Conducted student field trips to farms
- Had farmer(s) visit the cafeteria, classroom or other school-related setting
- Promoted local efforts through themed or branded promotions (e.g. Harvest of the Month, Local Day, Taste of Washington, etc.)
- Promoted locally produced foods at school in general (e.g. via cafeteria signs, posters, newsletters, etc.)
- Generated media coverage local foods in schools (e.g. press interviews or other activities that resulted in local coverage)
- Hosted community events (e.g. invited parents to lunch, corn shucking contests, etc.)
- Celebrated Farm to School Month (October 2011)
- Integrated farm to school concepts into educational curriculum (math, science, language arts, etc.)
- Other: (please describe)

15. During the 2011/12 school year, what age groups were targeted for Farm to School activities? Please check all that apply.

- Pre-K
- K through 5th grade
- 6th grade through 8th grade
- 9th grade through 12th grade
- Other (please specify):



16. To the best of your knowledge, approximately how many schools participated in any Farm to School activities during the 2011/12 school year?

17. To the best of your knowledge, approximately how many schools had edible school gardens during the 2011/12 school year?

18. How does your district define "local" as it relates to your food procurement?

- Same city/county
- Produced within a 50 mile radius
- Produced within a 100 mile radius
- Produced within a 200 mile radius
- Produced within a day's drive
- Produced within the State
- Produced within the region
- Geographic along with other restrictions
- Other (please specify)

19. If you answered "produced within the region," please describe your definition of region:

20. If you answered "Geographic along with other restrictions," please specify other restrictions:

21. Are you aware of the “geographic preference” option within USDA procurement rules that allows districts to state a preference for local products in the specifications for bids on minimally processed agricultural products and fish?

- Yes
- No
- I don't know

22. During the 2011-2012 school year, has your school district used the geographic preference option in order to purchase minimally processed foods that have been locally grown, raised, or produced?

- Yes
- No
- I don't know

23. Please indicate whether your district or any schools in your district used local products IN ANY FORM (fresh, minimally processed, or processed) for any of the following Federal nutrition programs during the 2011/2012 school year (check all that apply):

- Breakfast
- Lunch
- Supper
- Snacks
- Fresh Fruit and Vegetable Program
- Summer meals (i.e., meals in the Summer Food Service Program, in Seamless Summer, or in the NLSP under accredited summer school programs)

24. For the 2011/12 school year, please indicate whether your district obtained local foods DIRECTLY from the following sources (check all that apply):

- Direct from individual food producers (i.e. farmers, fishers, ranchers)
- Direct from farmer, rancher or fisher cooperatives
- Direct from farmers markets
- Via a Community Supported Agriculture (CSA) model
- Direct from food processors and manufacturers

25. For the 2011/12 school year, please indicate whether your district obtained local foods from any of the following INTERMEDIARY sources (check all that apply):

- Distributors
- Food buying cooperative
- Food service management companies
- DoD Fresh Program vendors
- USDA Foods (formerly the USDA Commodity Program)
- State Farm to School Program office
- Other (please specify):

26. Please indicate if your district or any schools in your district purchased any of the following foods – IN ANY FORM -- from local growers/producers/processors/manufacturers during the 2011-12 school year or would like to in the future:

	Yes	No	Not now, but would like to in the future	I don't know
Fruit				
Vegetables				
Fluid Milk				
Other Dairy				
Meat/poultry				
Eggs				
Seafood				
Plant-based protein items such as beans, seeds, nuts				
Grains and flour				
Bakery products				
Herbs				
Other (please specify)				

27. Please list the top 5 SPECIFIC food items (e.g. apples, chicken drumsticks) your school district purchased locally in 2011/12, based on VALUE.

Food item #1:	
Food item #2:	
Food item #3:	
Food item #4:	
Food item #5:	

28. On average, about how frequently do your district's meals or snacks include at least one locally sourced food item from the categories below?

	Daily	A few times per week	Weekly	A few times per month	Monthly	Occasionally	Never
Fruit							
Vegetables							
Fluid milk							
Other Dairy							
Meat/poultry							
Eggs							
Seafood							
Plant-based protein items such as beans, seeds, nuts							
Grains and flour							
Bakery products							
Herbs							
Other (please specify):							

The following questions ask about what you spent on food and local food in 2011/2012. Please give your best approximation, and do not include USDA Foods or DOD Fresh.

29. For the 2011/2012 school year, what were your approximate total food costs?

Total food cost (not counting USDA Foods/DOD Fresh): \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ .00

30. For the 2011/2012 school year, about what percent of total food purchases were spent on locally-sourced foods including fluid milk?

- 1-10%
- 11-20%
- 21-30%
- 31-40%
- 41-50%
- 50-75%
- 76-100%
- I don't know

31. For the 2011/2012 school year, about what percent of total food purchases were spent on local foods NOT INCLUDING FLUID MILK?

- 1-10%
- 11-20%
- 21-30%
- 31-40%
- 41-50%
- 50-75%
- 76-100%
- I don't know

32. Looking forward, do you anticipate your local purchases will:

- Increase
- Decrease
- Stay the same
- I don't know
- Other (please specify):

33. Are any of the following considered to be problems in procuring local products or reasons why your district does not purchase local products? (Please check all that apply.)

- Local producers aren't bidding
- Hard to coordinate procurement of local with regular procurement
- Hard to find year-round availability of key items
- Local items not available from primary vendors
- Vendors for local items don't offer a broad range of products
- Higher prices
- Unstable product prices
- Lack of reliability in delivering ordered items
- Lack of compliance with your institution's purchasing regulations and policies
- Lack of availability of processed/precut products
- Lack of kitchen capacity/equipment to prepare fresh items
- Hard to find new suppliers/growers or distributors
- Hard to get information about product availability
- Hard to place orders with vendors
- Getting on-time deliveries
- Getting product delivered that meets your quality requirements & other specs, i.e. size
- Having quantity delivered equal to quantity ordered
- Resolving problem deliveries
- Inability to pay farmers according to farmers' needs due to school district payment procedures
- Other, please describe:

34. Is there other information that was not asked for that you think we need to know?

35. (Optional) Please share a local food procurement success story.

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