# School Nutrition and Meal Cost Study (SNMCS)

## Training

**If you have any questions, call (877) xxx-xxxx**

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# Your Role

- Complete two forms for your school about:
  - Vending machines
  - Other sources of foods and beverages
- Please complete both forms within one week of receiving your email
- Fax completed forms back to Mathematica

# Goals Of This Training

- Introduce the two data collection forms
- Clarify the types of information to be collected
- Provide guidance about how to complete the forms

Please have the forms in front of you as you go through the rest of this document!

# Vending Machine Form

# Vending Machine Form

- Collects information about every machine available to students during the school day (including before or after school), including:
  - Location
  - Type of machine
  - Capacity/size of machine
  - Contents (types of items available)
- Separate sections for:
  - Beverage machines
  - Snack machines

# Filling in the Form

Each column should contain information for only one vending machine

| 3. Capacity/Size → Count and enter the number of slots or buttons for each beverage machine | | | | | |
|---|---|---|---|---|---|
| If slots are not visible: Enter the # of selection buttons | 6 5 | 6 | 6 | 6 | 6 |
| If slots are visible: Enter the # of front slots that are filled | 7 | 7 | 7 | 7 | 7 |
| Enter the # of front slots that are empty | 8 | 8 | 8 | 8 | 8 |
| **Total** # of front slots (filled + empty) | 9 | 9 | 9 | 9 | 9 |
| **4. Beverages → Enter the number of front slots or buttons for each item** | | | | | |
| Diet carbonated soft drink (diet soda/pop) | 10 2 | 10 | 10 | 10 | 10 |
| Regular carbonated soft drink (regular soda/pop) | 11 3 | 11 | 11 | 11 | 11 |
| Juice (100% fruit or vegetable juice) | 12 | 12 | 12 | 12 | 12 |

# Vending Machine Locations

For each machine, choose only ONE location:

## In Cafeteria

- Includes the entire cafeteria area, including the serving lines and the seating/eating area

## Outside but Near (within 20 feet) Cafeteria or Seating/Eating Area

- Adjacent to the cafeteria area (within 20 feet) but outside of the cafeteria walls

## Elsewhere in School Building

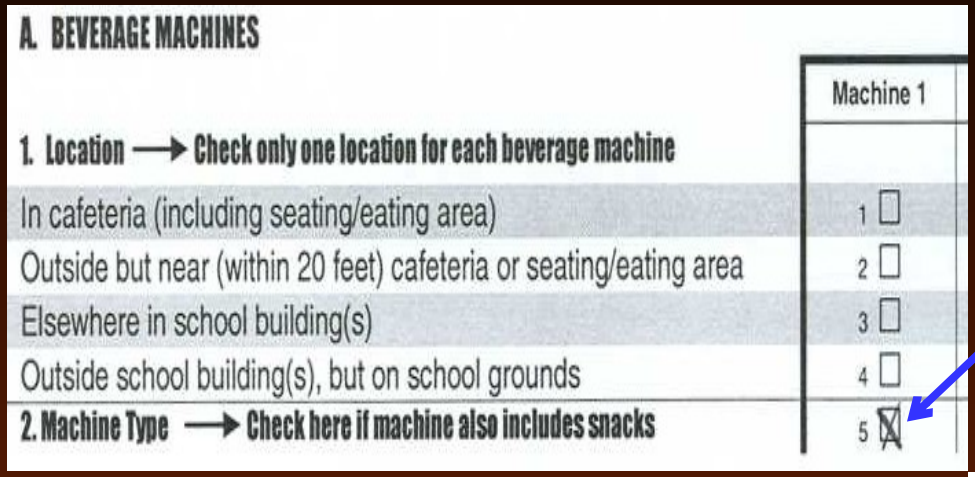
- Any other location that is accessible to students and inside the walls of the school building(s)

## Outside School Building(s) but on School Grounds

- Areas on school grounds, but outside of the walls of the building(s)

# Vending Machine Type

## (Use only for combination beverage and snack machines)



**A. BEVERAGE MACHINES**

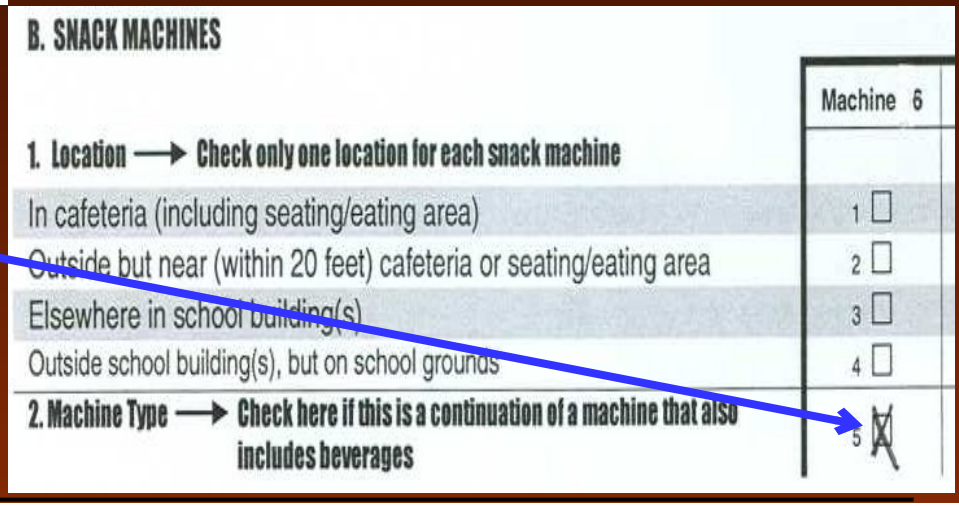
| | Machine 1 |
|---|---|
| **1. Location → Check only one location for each beverage machine** | |
| In cafeteria (including seating/eating area) | 1 ☐ |
| Outside but near (within 20 feet) cafeteria or seating/eating area | 2 ☐ |
| Elsewhere in school building(s) | 3 ☐ |
| Outside school building(s), but on school grounds | 4 ☐ |
| **2. Machine Type → Check here if machine also includes snacks** | 5 ☒ |

**Step 1:**

In Section A (Beverage Machines), check the box for "Machine Type" to indicate that the machine includes both beverages and snacks. Then record information about the beverages in the machine.

**Step 2:**

In Section B (Snack Machines), check the box for "Machine Type" to indicate that the machine includes both beverages and snacks. Then record information about the snacks in the machine.



**B. SNACK MACHINES**

| | Machine 6 |
|---|---|
| **1. Location → Check only one location for each snack machine** | |
| In cafeteria (including seating/eating area) | 1 ☐ |
| Outside but near (within 20 feet) cafeteria or seating/eating area | 2 ☐ |
| Elsewhere in school building(s) | 3 ☐ |
| Outside school building(s), but on school grounds | 4 ☐ |
| **2. Machine Type → Check here if this is a continuation of a machine that also includes beverages** | 5 ☒ |

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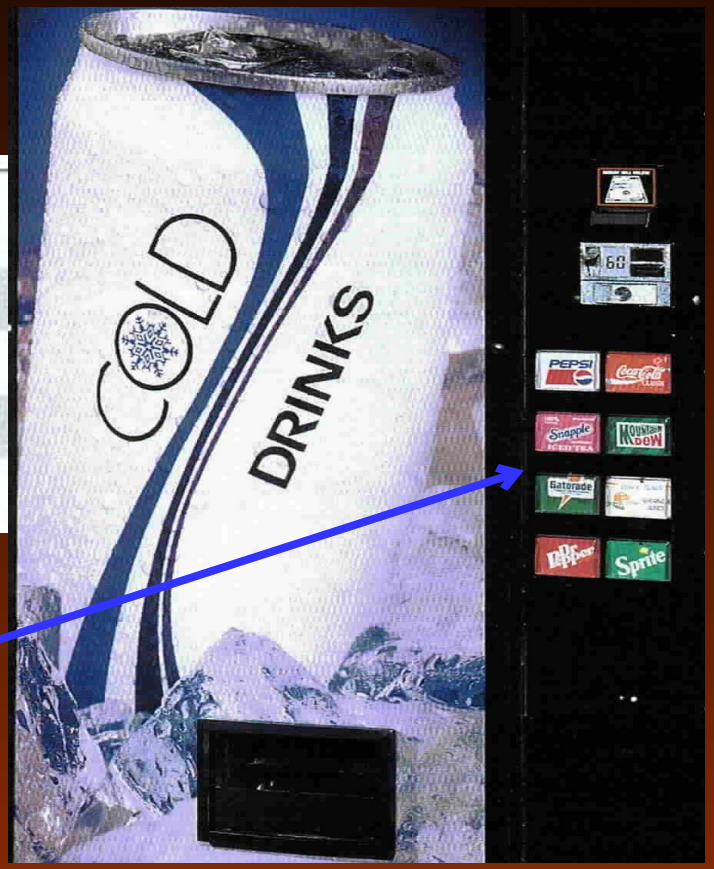
# Vending Machine Capacity/Size: If Slots Are Not Visible

**s are not visible, enter the number of buttons THAT ARE NOT SOLD OUT**

| 3. Capacity/Size → Count and enter the number of slots or buttons for each beverage machine | | |
|---|---|---|
| If slots are not visible: | Enter the # of selection buttons | 6 \| 8 |
| If slots are visible: | Enter the # of front slots that are filled | 7 \| |
| | Enter the # of front slots that are empty | 8 \| |
| | **Total** # of front slots (filled + empty) | 9 \| |

This machine has eight buttons.
None are sold out.

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# Vending Machine Capacity/Size: If Slots Are Visible

- Count the number of front slots that are filled
- Count the number of front slots that are empty
- Total the number of filled and empty slots

| 3. Capacity/Size → Count and enter the number of slots or buttons for each beverage machine | | | | | |
|---|---|---|---|---|---|
| If slots are not visible: Enter the # of selection buttons | 6 | 6 | 6 | 6 | 6 |
| If slots are visible: Enter the # of front slots that are filled | 7 9 | 7 | 7 | 7 | 7 |
| Enter the # of front slots that are empty | 8 0 | 8 | 8 | | 8 |
| **Total** # of front slots (filled + empty) | 9 9 | 9 | 9 | | |

This machine has nine front slots. None of the front slots are empty.

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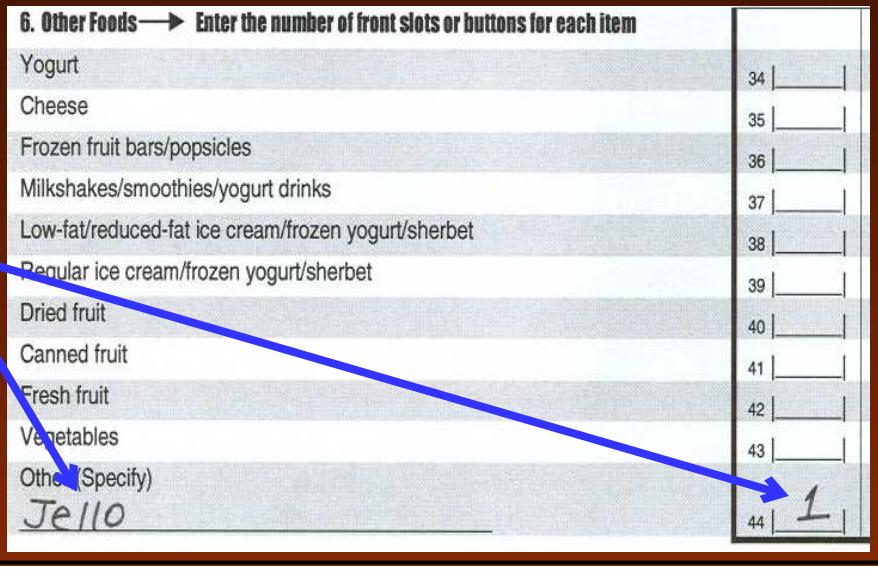
# Vending Machine Contents

- Record the number of slots (or buttons) dedicated to each type of food or beverage
- For machines with visible slots, base your counts on the item in the front slot
- If you observe any items that are not on the list, record them on the lines marked “Other (Specify)”



| 6. Other Foods → Enter the number of front slots or buttons for each item | |
|---|---|
| Yogurt | 34 |
| Cheese | 35 |
| Frozen fruit bars/popsicles | 36 |
| Milkshakes/smoothies/yogurt drinks | 37 |
| Low-fat/reduced-fat ice cream/frozen yogurt/sherbet | 38 |
| Regular ice cream/frozen yogurt/sherbet | 39 |
| Dried fruit | 40 |
| Canned fruit | 41 |
| Fresh fruit | 42 |
| Vegetables | 43 |
| Other (Specify) Jello | 44 1 |

# Example #1 - Beverages

| 4. Beverages → Enter the number of front slots or buttons for each item | |
|---|---|
| Diet carbonated soft drink (diet soda/pop) | 10 |
| Regular carbonated soft drink (regular soda/pop) | 11 4 |
| Juice (100% fruit or vegetable juice) | 12 1 |
| Juice drinks and other sweetened drinks (such as cranberry drink, fruit blends, Hi-C, lemonade, punch, iced tea) | 13 |
| Energy and sports drinks (such as Gatorade, PowerAde, Red Bull, vitamin water) | 14 |
| Bottled water (plain, flavored or sparkling) | 15 1 |
| Hot or cold chocolate drinks (such as Yoo-Hoo; NOT chocolate milk) | 16 |
| Whole or reduced fat (2%) white milk | 17 |
| Low-fat (1%) white milk | 18 |
| Fat-free/skim white milk | 19 |
| Flavored milk | 20 |
| Other *(Specify)* _____ | 21 |
| Other *(Specify)* _____ | 22 |

# Example #2 - Snacks

| 4. Snacks → Enter the number of front slots or buttons for each item | | |
|---|---|---|
| Low-fat /reduced-fat/baked chips (such as corn, potato, puffed cheese, tortilla, or snack mixes) | 10 | 1 |
| Regular chips (such as corn, potato, puffed cheese, tortilla, or snack mixes) | 11 | 3 |
| Pretzels | 12 | 1 |
| Popcorn | 13 | |
| Cracker sandwiches with cheese or peanut butter | 14 | |
| Other types of crackers (including animal crackers) | 15 | |
| Low-fat /reduced-fat granola, cereal, or energy bars | 16 | |
| Regular granola, cereal, or energy bars | 17 | |
| Crispy rice bars/treats | 18 | |
| Candy | 19 | 3 |
| Gum | 20 | |
| Nuts and/or seeds (such as almonds, peanuts, sunflower seeds or trail mix) | 21 | |
| Fruit snacks (such as Fruit Roll-Ups or fruit leather) | 22 | |
| Meat snacks (such as jerky or pork rinds) | 23 | |
| Other (Specify) _____ | 24 | |

# Other Sources of Foods/Beverages Form

# Other Sources of Foods/Beverages Form

- Documents the availability of:
  - School stores
  - Snack bars and food carts/kiosks outside the cafeteria
  - Fundraisers
  - Other sources
- For each available source, documents:
  - Location
  - Types of items available
- Vending machines and food served in the cafeteria should NOT be included in this form

# Filling in the Form

Note that the column headings on this form refer to specific types of food sources, not individual vending machines

| 3. Snacks → Check items available from each source | School Store<br>Sells items in addition to foods/beverages; does not prepare/heat food | Snack Bar/Food Cart/Kiosk<br>Sells only foods/beverages | Fundraiser<br>Bake sale, candy drive, special pizza day, etc. | Other (Specify)<br>_____ |
|---|---|---|---|---|
| Low-fat/reduced-fat/baked chips (such as corn, potato, puffed cheese, tortilla, or snack mixes) | 18 ☒ | 18 ☐ | 18 ☐ | 18 ☐ |
| Regular chips (such as corn, potato, puffed cheese, tortilla, or snack mixes) | 19 ☒ | 19 ☐ | | |
| Pretzels | 20 ☒ | | | |
| Popcorn | 21 ☐ | 21 ☐ | | |
| Cracker sandwiches with cheese or peanut butter | 22 ☒ | 22 ☐ | | |
| Other types of crackers (including animal crackers) | 23 ☐ | 23 ☐ | 23 ☐ | 23 ☐ |

Also note that you do not need to enter counts, simply check the box if the item is available

# Other Food Source Locations

**School Store**

-Sells other items in addition to food and beverages

-Does not prepare or heat food

-May be located in the cafeteria

**Snack Bar/Food Cart/Kiosk**

-Sells only food and beverages

-Includes canteens and cafes

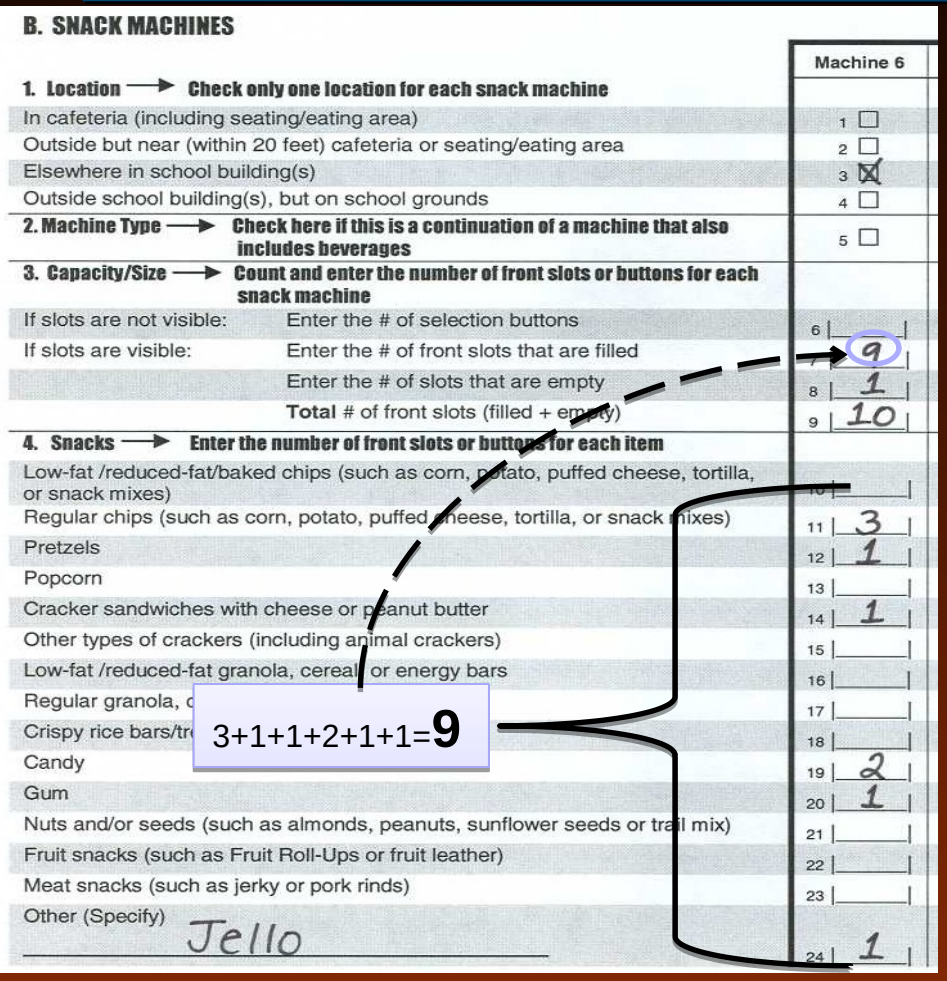
-Located outside of the cafeteria

**Fundraisers**

-Includes bake sales, candy drives, or other sales that raise money for special school needs or charity

-May be sold inside of the cafeteria

# Before You Return Your Forms



**B. SNACK MACHINES**

| | | Machine 6 |
|---|---|---|
| **1. Location → Check only one location for each snack machine** | | |
| In cafeteria (including seating/eating area) | | 1 ☐ |
| Outside but near (within 20 feet) cafeteria or seating/eating area | | 2 ☐ |
| Elsewhere in school building(s) | | 3 ☒ |
| Outside school building(s), but on school grounds | | 4 ☐ |
| **2. Machine Type → Check here if this is a continuation of a machine that also includes beverages** | | 5 ☐ |
| **3. Capacity/Size → Count and enter the number of front slots or buttons for each snack machine** | | |
| If slots are not visible: | Enter the # of selection buttons | 6 |
| If slots are visible: | Enter the # of front slots that are filled | 7 9 |
| | Enter the # of slots that are empty | 8 1 |
| | **Total** # of front slots (filled + empty) | 9 10 |
| **4. Snacks → Enter the number of front slots or buttons for each item** | | |
| Low-fat /reduced-fat/baked chips (such as corn, potato, puffed cheese, tortilla, or snack mixes) | | 10 |
| Regular chips (such as corn, potato, puffed cheese, tortilla, or snack mixes) | | 11 3 |
| Pretzels | | 12 1 |
| Popcorn | | 13 |
| Cracker sandwiches with cheese or peanut butter | | 14 1 |
| Other types of crackers (including animal crackers) | | 15 |
| Low-fat /reduced-fat granola, cereal or energy bars | | 16 |
| Regular granola, c | | 17 |
| Crispy rice bars/tr | | 18 |
| Candy | | 19 2 |
| Gum | | 20 1 |
| Nuts and/or seeds (such as almonds, peanuts, sunflower seeds or trail mix) | | 21 |
| Fruit snacks (such as Fruit Roll-Ups or fruit leather) | | 22 |
| Meat snacks (such as jerky or pork rinds) | | 23 |
| Other (Specify) Jello | | 24 1 |

3+1+1+2+1+1=**9**

- ✓ Carefully review all of your entries on both forms to be sure they are complete and accurate
- ✓ Check that the sum of items in each vending machine matches your entry for “the # of front slots that are filled”
- ✓ Be sure you have filled in your name and other important contact information

# Returning Your Completed Forms

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# Thank you very much!