K1. GROUPS 2, 3—SCHOOL STAFF LIAISON VENDING MACHINE FORM-

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SCHOOL NUTRITION AND MEAL COST STUDY Vending Machines

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SCHOOL NUTRITION AND MEAL COST STUDY Vending Machines

Please return completed form by fax to (877) XXX-XXXX (Attn: SNMCS)

Your Name:	Title:
Phone #:	Date form completed:
School Name:	
Does your school have any vending machines available to so \square Yes \rightarrow Continue \square No $-$ Thank you. You	tudents during the day, including before or after school? are done. Please fax form to number shown above.

Instructions: Please provide the following information for every vending machine (anywhere on school grounds) that is available to students during the day, including before or after school.

A. BEVERAG	E MACHINES	Beverage Machine 1	Beverage Machine 2	Beverage Machine 3	Beverage Machine 4	Beverage Machine 5
1. Machine Type	Check here if machine contains beverages <u>AND</u> snacks	1	1	1	1 🗆	1 🗆
2. Location	Check only one location for each beverage machine					
In cafeteria (including	g indoor and outdoor seating/eating area)	2 🗖	2 🗖	2 🗖	2 🗆	2
Outside but near (wit	hin 20 feet) cafeteria or seating/eating area	з 🗖	з 🗖	з 🗖	з 🗖	з 🗖
Elsewhere in school	building(s)	4 🗖	4 🗆	4 🗆	4 🗆	4 🗆
Outside school buildi area)	ng(s), but on school grounds (not in eating	5 🗖	5 🗖	5 🗖	5 🗖	5 🗆
3. Capacity/Size	Count and enter the number of buttons <u>OR</u> front slots for each beverage machine					
If slots are not visible out)	Enter # of selection buttons (not sold	6	6	6	6	6
	Enter # of buttons that are sold out	7	7	7	7	7
	Total # of buttons (available + sold out)	8	8	8	8	8
If slots are visible:	Enter # of front slots that are filled	9	9	9	9	9
	Enter # of front slots that are empty	10	10	10	10	10
	Total # of front slots (filled + empty)	11	11	11	11	11
4. Beverages	Enter the number of front slots/buttons for each item					
Diet carbonated soft	drink (diet soda/pop)	12	12	12	12	12
Regular carbonated s	soft drink (regular soda/pop)	13	13	13	13	13
Juice (100% fruit or v	č	14	14	14	14	14
Juice drinks and other sweetened drinks (such as cranberry drink, fruit blends, Hi-C, lemonade, punch, iced tea)		15	15	15	15	15
Energy and sports dr Vitamin Water)	inks (such as Gatorade, PowerAde, Red Bull,	16	16	16	16	16
Bottled water (plain,	Bottled water (plain, flavored, or sparkling)		17	17	17	17
Hot or cold chocolate milk)	e drinks (such as Yoo-hoo; NOT chocolate	18	18	18	18	18
Whole or reduced fat (2%) flavored milk (such as chocolate)		19	19	19	19	19
Low-fat (1%) flavored milk (such as chocolate)		20	20	20	20	20
Fat-free/skim flavored milk (such as chocolate)		21	21	21	21	21
Whole or reduced fat (2%) white milk		22	22	22	22	22
Low-fat (1%) white milk		23	23	23	23	23
Fat-free/skim white n	nilk	24	24	24	24	24

A. BEVERAGE MACHINES

	Machine 1	Machine 2	Machine 3	Machine 4	Machine 5	1
Other (Specify)	25	25	25	25	25	1
Other (Specify)	26	26	26	26	26	1

Beverage

Beverage

Beverage

Beverage

Beverage

2

1. Machine Type Check here if this is a continuation of a machine that also includes bereages 1 <th colspan="2">B. SNACK MACHINES</th> <th>Snack Machine 1</th> <th>Snack Machine 2</th> <th>Snack Machine 3</th> <th>Snack Machine 4</th> <th>Snack Machine 5</th>	B. SNACK MACHINES		Snack Machine 1	Snack Machine 2	Snack Machine 3	Snack Machine 4	Snack Machine 5
matchine notestarting (nutuding indoor and outdoor seating/eating area) 2 <t< td=""><td>1. Machine Type</td><td></td><td>1 🗆</td><td>1 🗆</td><td>1 🗆</td><td>1 🗆</td><td>1 🗆</td></t<>	1. Machine Type		1 🗆	1 🗆	1 🗆	1 🗆	1 🗆
Outside builting(s) 3	2. Location						
Elsewhere in school building(s) 4 4 4 4 4 Outside school building(s), but on school grouts (not in earling and the number of front slots QA 5 5 6 5 7 <	In cafeteria (includin	g indoor and outdoor seating/eating area)	2 🗆	2 🗆	2	2 🗆	2 🗆
Outside school building(s), but on school grounds (not in eating area) s <	Outside but near (wi	thin 20 feet) cafeteria or seating/eating area	з 🗆	з 🗆	з 🗆	з 🗆	з 🗆
3. Capacity/Size Count and enter the number of front slots QB Image: Constraint of the number of front slots QB Image: Constraint of the number of front slots QB Image: Constraint of the number of front slots QB Image: Constraint of the number of front slots dual QU Image: Constraint of the number of front slots that are sold QU Image: Constraint of the number of front slots that are filled Image: Constraint of the number of front slots that are filled Image: Constraint of the number of front slots that are filled Image: Constraint of the number of front slots that are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled Image: Constraint of the number of front slots full are filled <thimage: ar<="" constraint="" front="" full="" number="" of="" slots="" td="" the=""><td>Elsewhere in school</td><td>building(s)</td><td>4 🗆</td><td>4 🗆</td><td>4 🗆</td><td>4 🗆</td><td>4 🗆</td></thimage:>	Elsewhere in school	building(s)	4 🗆	4 🗆	4 🗆	4 🗆	4 🗆
3. Capacity/Size Count and enter the number of front slots QB. Image: Count and enter the number of front slots QB. Image: Count and enter the number of front slots QB. Image: Count and enter the number of front slots QB. Image: Count and enter the number of front slots QB. Image: Count and enter the number of front slots Mat are sold out) Image: Count and enter the number of front slots that are sold out) Image: Count and enter the number of front slots that are filled Image: Count and enter the number of front slots that are filled Image: Count and enter the number of front slots that are entpy Image: Count and enter the number of front slots that are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and enter the number of front slots full are entpy Image: Count and	Outside school build	ling(s), but on school grounds (not in eating area)	5 🗖	5 🗆	5 🗖	5 🗆	5 🗆
Enter # of buttors that are sold out 0 7 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 <th10< th=""> 10 10</th10<>		Count and enter the number of front slots <u>OR</u>					
Enter d obuttons that are sold out 7 7 7 7 7 7 If slots are visible: Enter d front slots that are filed 0	If slots are not visible:	Enter # of selection buttons (not sold out)	6	6	6	6	6
Total # of buttons (available + sold out) a <tha< th=""> <tha< th=""></tha<></tha<>		Enter # of buttons that are sold out	7	7	7		7
It slois are visible: Enter # of front slots that are filled 0 </td <td></td> <td>Total # of buttons (available + sold out)</td> <td>11</td> <td></td> <td></td> <td></td> <td>·</td>		Total # of buttons (available + sold out)	11				·
Enter # of front slots that are empty 10 101 101 101 101 101 A. Snacks Enter the number of front slots/fulled + empty) 111	If slots are visible:				I		
Total noning stock (med reinpay) Total Total Total Total 4. Snacks Enter the number of front slots/buttons for each item. 12<			11				
item item <th< td=""><td></td><td>Total # of front slots (filled + empty)</td><td>11 </td><td>11 </td><td>11 </td><td>11 </td><td>11 </td></th<>		Total # of front slots (filled + empty)	11	11	11	11	11
Low-fat/reduced-fat/baked chips (such as corn, potato, puffed cheese, tortilla, or snack mixes) 12 13	4. Snacks			I	I	I	
Pretzels 131			12	12	12	12	12
Popcorn 121 <	,	s corn, potato, puffed cheese, tortilla, or snack mixes)	13	13	13	13	13
Image: constraint of the set of the se	Pretzels		14	14	14	14	14
Other types of crackers (including animal crackers) 16 16 16 16 16 16 17 </td <td>Popcorn</td> <td></td> <td>15 </td> <td>15</td> <td>15 </td> <td>15</td> <td>15</td>	Popcorn		15	15	15	15	15
Other types of crackers (including animal crackers) 16 16 16 16 16 16 17 </td <td>Cracker sandwiches wi</td> <td>ith cheese or peanut butter</td> <td></td> <td></td> <td></td> <td></td> <td></td>	Cracker sandwiches wi	ith cheese or peanut butter					
Low-fat/reduced-fat granola bars, cereal bars, or energy bars 11		•					
Regular granola bars, cereal bars, or energy bars 181 181 181 181 181 181 191 Crispy rice bars or treats 201 201 201 201 201 201 201 Candy 211 <td colspan="2">Other types of crackers (including animal crackers)</td> <td>17 </td> <td>17</td> <td>17</td> <td>17</td> <td></td>	Other types of crackers (including animal crackers)		17	17	17	17	
Crispy rice bars or treats 201 201 201 201 201 201 201 Candy 211	Low-fat/reduced-fat granola bars, cereal bars, or energy bars		18	18	18	18	18
Candy 201 <td< td=""><td>Regular granola bars, o</td><td>cereal bars, or energy bars</td><td>19</td><td>19</td><td>19 </td><td>19</td><td>19</td></td<>	Regular granola bars, o	cereal bars, or energy bars	19	19	19	19	19
Gum 21 <t< td=""><td>Crispy rice bars or trea</td><td>ts</td><td>20 </td><td>20 </td><td>20 </td><td>20</td><td>20</td></t<>	Crispy rice bars or trea	ts	20	20	20	20	20
221 2	Candy		21	21	21	21	21
Fruit snacks (such as Fruit Roll-Ups or fruit leather) 24 2	Gum		22	22	22	22	22
Meat snacks (such as jerky or pork rinds) 25 26 26 26 26 26 26 26 26 26 27 27 27 27 27 27 27 27 27 27 27 27 28 28 28 28	Nuts and/or seeds (suc	ch as almonds, peanuts, sunflower seeds, or trail mix)	23	23	23	23	23
Other (Specify)262626262626265. Baked GoodsEnter the number of front slots/buttons for each item272727272727Low-fat/reduced-fat cakes, cupcakes, or brownies27272727272727Regular cakes, cupcakes, or brownies28282828282828Low-fat pies, turnovers, or toaster pastries29292929292929Regular pies, turnovers, or toaster pastries30303030303030	Fruit snacks (such as F	Fruit Roll-Ups or fruit leather)	24	24	24	24	24
Other (Specify)Image: Content state in the number of front state in the number	Meat snacks (such as j	jerky or pork rinds)	25	25	25	25	25
5. Baked Goods Enter the number of front slots/buttons for each item 27 28 28 28 28 28 28 28 29 29 29 29 29 29 29 29 29 29 29 29 29 29 30 30 30 30 30 30	Othor (Specify)		26	26	26	26	26
Low-fat/reduced-fat cakes, cupcakes, or brownies27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 							
Low-fat pies, turnovers, or toaster pastries 29	Low-fat/reduced-fat cal		27	27	27	27	27
Regular pies, turnovers, or toaster pastries 291 <td< td=""><td>Regular cakes, cupcak</td><td>es, or brownies</td><td>28</td><td>28</td><td>28</td><td>28</td><td>28</td></td<>	Regular cakes, cupcak	es, or brownies	28	28	28	28	28
	Low-fat pies, turnovers, or toaster pastries		29	29	29	29	29
Doughnuts	Regular pies, turnovers	s, or toaster pastries	30	30	30	30	30
	Doughnuts		31	31	31	31	31

Low-fat cookies \longrightarrow		32	32	32	32	32
Regular cookies		33	33	33	33	33
Bread, rolls, bagels, o	r tortillas	34	34	34	34	34
Other (Specify)		35	35	35	35	35
6. Other Foods	Enter the number of front slots/buttons for each item		I	I	I	
Yogurt		36	36	36	36	36
Cheese		37	37	37	37	37
Frozen fruit bars, or p	opsicles	38	38	38	38	38
Milkshakes, smoothies, or yogurt drinks		39	39	39	39	39
Low-fat/reduced-fat ice cream, frozen yogurt, or sherbet		40	40	40	40	40
Regular ice cream, frozen yogurt, or sherbet		41	41	41	41	41
Dried fruit (such as raisins or apricots)		42	42	42	42	42
Canned fruit		43	43	43	43	43
Fresh fruit		44	44	44	44	44
Vegetables		45	45	45	45	45
Other (Specify)		46	46	46	46	46

FREQUENTLY ASKED QUESTIONS

What if my school does not have any vending machines or other food sources?

It is important that we have a record of all the schools included in the study. Even if you have no vending machines or other food sources to report on, please complete each form by filling in the top part of the form with information about yourself and the school name, and checking off "No" in the box on the front page. Fax the entire form back to us.

What if I can't complete these forms in the week you have specified?

Please call (888) xxx-xxxx or email xxxxx@mathematica-mpr.com to let us know when we should expect the returned forms.

What if a food item could be counted or checked in more than one category?

It is important not to count or check the same item in more than one place on the forms. Try to determine which category most closely describes the item and use that one. If you are unsure how to classify an item, put it in one of the 'other' spaces and specify what the item is.

What if I can't tell which category to put a food or beverage in?

Some items might not clearly fit into one of the listed categories, especially if you can't see the label. In these cases, use one of the 'other' spaces and specify what the item is.

What exactly should be counted in vending machines?

We are interested in knowing how many different selections can be made from a vending machine, even if some of those selections are for the same item. So, for a vending machine where you can see the items offered, you should count the "slots" holding the items. If the same cookies are in three different slots, each would be counted separately, since there are three different selections that will each get you cookies. Your counts should be based on the item that is in the *front* position of a slot. Do not count items behind the front position of a slot, regardless of whether these items are the same or different from what is in the front position. If a slot has no items at all or no item in the front position, it should be counted as empty.

For vending machines where you cannot see the items or their slots, you should count the buttons used to select the items instead. Each button should be counted separately, even if more than one button purchases the same item. If a button is marked as sold-out, it should be counted the same as an empty slot, and not counted on the form as an available item.

What if there is more than one of the same vending machine?

It is important that *every* vending machine available to students during the school day be reported separately. Some machines may be identical. But others may have subtle differences. For instance, one may be inside the cafeteria, while the other is just outside the cafeteria. Or one "Coke machine" might have two juice selections while another has only one and an empty slot.

What if a vending machine is out of order, is awaiting restocking, or has some other unusual circumstance?

Please call (888) xxx-xxxx or email xxxxx@mathematica-mpr.com to explain the situation and we will instruct you on how to proceed.

How can I tell the difference between a school store, snack bar, food cart/kiosk and fundraiser?

- *School Store:* Sells pre-prepared or packaged food and beverages, as well as non-food items (like school supplies), but does not prepare or heat food; could be anywhere in the school, including within the cafeteria (or eating and seating area), but would still be run separately from the regular school food service.
- **Snack Bar:** Prepares and/or heats foods to order (for example, sandwiches, hot dogs, French fries, etc.) separate from the regular cafeteria or food service area; located outside of the cafeteria (or eating and seating area); may include cafes, canteens, or concession stands.
- *Food Cart/Kiosk:* Sells only pre-prepared or packaged food and beverages; does not prepare or heat foods to order or sell non-food items; located outside of the school cafeteria (or eating and seating area).
- *Fundraiser:* Includes special sales such as bake sales, candy drives, or special pizza day to raise money for charity, field trips, band uniforms, or sending school teams to competitions.

If you are unsure of how to categorize a food or beverage source, please call (888) xxx-xxxx.

What if there is more than one food cart, snack bar, school store, or fundraiser?

In these situations, the form should be completed to include all items available from a given type of source, for example, all the items available from any of the food carts.

What if there was a recent fundraiser or bake sale, or one is coming up soon?

Only food sources that are available on the day you complete the forms should be included. Recent or future sources should not be included on the form.

Who can I contact if I have other questions about these forms?

If you have any questions about completing or returning the forms, please call (888) xxx-xxxx or email xxxxx@mathematica-mpr.com.