


# 2022

# MINNESOTA FOOD SHELF SURVEY



## YOUR DATA COLLECTION KIT

<b>Food Shelf Name:</b>	Unique Food Shelf Name
<b>Site Code:</b>	# <i>Make sure the site code is listed on all paper surveys!**</i>
<b>Survey Response Goal:</b>	#
<b>Client Survey Link &amp; QR Code: (on handout/flyer)</b>	
<p><a href="#">Unique Food Shelf Code Link</a></p> 	
<b>Questions? Need Survey Support?</b>	<b>Call/Text:</b> 612-444-2836 <b>Email:</b> <a href="mailto:info@ffn.org">info@ffn.org</a> <a href="http://www.supershelfmn.org/minnesota-statewide-survey">www.supershelfmn.org/minnesota-statewide-survey</a>

### Data Collection Kit Contents:

- Survey **flyers** with food shelf site specific **link & QR code** (8.5" x 11" paper)
- **Acrylic sign holders** to display flyers at your location
- **Handouts** with food shelf site specific **link & QR code** (½ sheet)
- **Paper surveys** in English and/or other languages requested
- Gift card **drawing cards** (small enter to win forms) & **small white envelopes**
- **Envelopes** for paper surveys completed onsite at the food shelf or off-site

### Client Survey Drawing Details - Enter to win a \$25 gift card!

- Client contact information will remain private and not connected to a completed food shelf survey in any way. Winners will be notified in Sept. 2022.
- For paper surveys, drawing cards should be placed in the small white envelope to maintain anonymity and returned with completed paper surveys.
- For online surveys, info can be submitted in a separate online form at the end.
- One entry per household.

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## How Can Clients Take the Survey?

<b>Electronically by Link or QR Code</b>	<b>At the Food Shelf Site</b>	<ul style="list-style-type: none"> <li>• Display handouts and flyers for clients to quickly scan the QR code</li> <li>• Provide devices for clients to take survey on site</li> </ul>
	<b>Off Site</b>	<ul style="list-style-type: none"> <li>• Distribute handouts to clients to scan the QR code or type the link into their own device</li> <li>• Provide link to clients directly via email or text</li> </ul>
<b>Paper Surveys</b>	<b>At the Food Shelf Site</b>	<ul style="list-style-type: none"> <li>• Invite clients to complete survey while on site and return as a batch from the food shelf with drawing cards</li> </ul>
	<b>Off Site</b>	<ul style="list-style-type: none"> <li>• Distribute paper surveys with drawing card/envelope and addressed, stamped envelope to be mailed directly by the client</li> </ul>

## Script Template to Invite Clients to Participate

As you're talking with clients, you can use this script to introduce yourself and describe the survey opportunity

**Hi! I'm \_\_\_\_\_ and our food shelf is participating in the 2022 Minnesota Food Shelf Survey happening at over 300 food shelf locations in the state. Your experience matters and helps us understand what we're doing well and how our food shelf and others can improve.**

**This survey is confidential, voluntary and about 10 minutes long. If you're willing to share your perspective, you can be entered into a drawing for a \$25 gift card! Would you prefer to take the survey online or as a paper survey? (depending on the answer, provide them with a handout with link/QR code or a paper survey) As a reminder, we are requesting one survey to be completed per household to ensure as many voices are included in the responses as possible.**

**Thank you for participating in the survey! Your feedback is important to us.**

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