

Introduction

You are receiving this survey as part of a farm to college study being conducted by Farm to Institution New England (FINE), a regional organization that works to improve access to local and regional foods for colleges and universities throughout the six New England states. **Given the important role of your food service operation to the regional food system, your input and perspective is essential.**

This survey should take about 20 minutes to complete. It asks for basic information about your institution's dining services, the use of "local" food, and other related questions. This is our second campus dining survey. The first, in 2015, helped us better understand the farm to college programs we are trying to support. With your help, we will be able to measure the progress that has been made over the last three years. We want to hear from you regardless of whether you purchase local food or not.

As a thank you, **you will be given the chance to win one of five Visa gift cards worth \$50 each**. This survey is voluntary, but your input is critical. You do not need to answer any questions you do not wish to answer. Your participation is confidential; information will be released only as summaries in which no individual's answer can be identified. Any financial information you provide will only be released as a range or an average, and never connected to your individual institution.

The results will be summarized by FINE's external evaluator. If you have any questions about this survey, please contact the evaluator (Lydia Oberholtzer) at lydiaoberholtzer@gmail.com. For questions about FINE's metrics or research work, contact Hannah Leighton at hannah@farmtoinstitution.org.

Thank you again for your feedback and time!

Sincerely,

Peter Allison
Executive Director
Farm to Institution New England

1. Contact Information

Your Name:

Institution's Name:

Your Title:

State/Province

Email Address

FINE serves as the backbone for the growing and dynamic network of nonprofit, public, and private entities working collaboratively across six states to mobilize the power of New England institutions to transform our food system. FINE's Farm & Sea to Campus Program aims to increase the amount of local food served in colleges, universities, and residential high schools. We bring together advocates, dining staff, faculty, students, and businesses to spur change in food purchasing patterns, encourage healthy eating, and empower a new generation of food activists. Check out the results of our [2015 campus dining survey](#) and visit our full [metrics dashboard](#) for more information.

About Dining Services

2. Is your institution's food service self-operated or outsourced to a food service management company (FSMC)?

- Self-operated
- Outsourced to a food service management company
- Other (please specify):

3. If outsourced, which of the following management companies does your institution use?

4. Which of following food service options do you provide on your campus? (Please check all that apply.)

- Residential dining hall
- Franchise operation
- Retail store or c-store
- None of the above
- Catering

Other (please specify):

5. Please estimate your total food budget (\$) for the most current fiscal year. (Please include all segments of your operation: catering, residential, retail, etc.)

6. Please estimate the following for your residential dining:

Total number of meals served during the most recent academic year:

Total days of food service during the most recent academic year:

Percentage of students participating in meal plan:

Average meal/plate cost:

Total number of summer meals served in most recent year:

7. Please list the top three food distributors from which you procure food (by \$ value), whether or not you purchase local food from them. (Please be specific about each company and include the region/division if applicable, e.g., Sysco Boston.)

Distributor 1

Distributor 2

Distributor 3

8. Does your institution purchase "local" food (as defined by your institution) for its food service?

- Yes
- No, but we hope to in the future
- No, and we are not interested

About Local Food In Your Food Service

9. How does your institution geographically define "local" as it relates to your food procurement? *"Local" for my institution includes food that has been raised, grown, or harvested...*

- | | |
|--|--|
| <input type="radio"/> Within same city/county | <input type="radio"/> Within a 250 mile radius (used by AASHE and Real Food Challenge) |
| <input type="radio"/> Within a 100 mile radius | <input type="radio"/> Within the state |
| <input type="radio"/> Within a 150 mile radius | <input type="radio"/> Within the six New England states (CT, ME, MA, NH, RI, VT) |
| <input type="radio"/> Within a 200 mile radius | <input type="radio"/> We do not have a definition |

Other/exceptions (e.g., if you use a separate definition for local meat, please tell us about it here):

10. When purchasing products from local manufacturing or processing facilities, how does your institution define local (e.g., a facility that makes bread might source ingredients such as flour from outside of the region)?

- All ingredients need to be local
- Between 51% and 99% of ingredients need to be local
- Up to 50% of ingredients need to be local
- We do not define the amount of ingredients that need to be local
- I don't know

Other/please specify if you have any specific disqualifiers (e.g., size of company, labor violations, unwanted ingredients such as GMOs):

11. Based on your institution's definition of local above, please estimate the percentage of your food procurement that was local (by \$ value) for the most recent fiscal year. Please count all food products, including milk and dairy.

12. Based on your institution's definition of local, please estimate the percentage of the following products you currently source locally (by \$ value). For example, if you purchase 50% of your vegetables locally, please enter 50%.

Fruits	<input type="text"/>
Vegetables	<input type="text"/>
Seafood	<input type="text"/>
Meat	<input type="text"/>
Poultry	<input type="text"/>
Dairy and milk	<input type="text"/>
Eggs	<input type="text"/>
Beans and grains	<input type="text"/>
Value-added products (including baked goods)	<input type="text"/>
Other food products	<input type="text"/>

13. Please list the top LOCAL products that are MOST DIFFICULT for your institution to source. (Please include value-added products and be as specific as possible – e.g., sliced apples, whole apples, chicken drumsticks, chopped lettuce, white fish filets.)

Local product #1	<input type="text"/>
Local product #2	<input type="text"/>
Local product #3	<input type="text"/>
Local product #4	<input type="text"/>
Local product #5	<input type="text"/>

14. For each of the following sources, please list the number of entities that you procure local products from DIRECTLY. (Directly means the producer or producer cooperative is delivering directly to your institution, or your institution is picking up directly from them).

Number of LOCAL individual producers (e.g., farmers, ranchers or fishers)

Number of LOCAL producer cooperatives (farmer, rancher or fisher cooperatives who market and sell products from multiple producers)

15. Does your institution currently have a goal for local procurement (e.g., 20% local by 2020; \$1 million spent on local food by 2020)?

- No
- Yes, what is the goal?

Tracking and Impacts on Local Food

16. Which of the following tools do you use to track local food purchases? (Please check all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> AASHE STARS | <input type="checkbox"/> Distributor reports |
| <input type="checkbox"/> Real Food Challenge Calculator | <input type="checkbox"/> In-house customized spreadsheet or tool |
| <input type="checkbox"/> Contracted food service tracking tool (e.g., Sodexo or Aramark tracking tool) | <input type="checkbox"/> We do not use a tracking tool |
| <input type="checkbox"/> Menu software (e.g., FoodPro, CBORD) | |
| <input type="checkbox"/> Other (please specify): | |

17. How much of a challenge are the following in TRACKING local purchases?

	Major challenge	Somewhat of a challenge	Not a challenge
Getting information about local food from my suppliers and vendors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff time/capacity to track local food purchases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My institution's definition of local differs from available reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tracking processed food that is local	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other local food tracking challenges you face:

18. Do you state a preference for local food in your institution's contracts? (Please check all that apply.)

- Yes, in food service management company contract
- Yes, in distributor contract
- Not in any contracts
- I don't know

If yes, please provide any details about the language in your contracts here:

19. Are you aware of any internal, state, or federal policies that impact your local food procurement (e.g., internal commitment to increase procurement of local food, state legislation that makes purchasing local food easier)? If yes, please describe each briefly.

20. In addition to your definition of "local," does your institution have a separate definition for "regional" food?

No

Yes

If yes, how do you define it?

21. Please tell us about your New England food procurement. (For the purposes of this survey, New England includes CT, MA, ME, NH, RI, and VT.)

	Yes	No
Are you able to track your purchases of food grown, raised, or harvested in New England?	<input type="radio"/>	<input type="radio"/>
Are you able to track your purchases of food processed in New England?	<input type="radio"/>	<input type="radio"/>

If yes, please estimate the percentage (by value, \$) of your food procurement from New England in the last fiscal year:

Future Procurement of Local Food & Challenges

22. Looking ahead three years, do you anticipate your procurement of local food (by \$ value) will...

- Increase more than 10%
 Increase up to 10%
 Remain the same
 Decrease by less than 10%
 Decrease more than 10%

23. What are the biggest challenges your institution faces in procuring local food?

24. Please rate how useful the following would be to increasing your institution's local food purchasing:

	Very useful	Somewhat useful	Not at all useful	I don't know / N/A
Local food sourcing: matchmaking between producers (farmers/fishers), distributors, processors, and institutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assistance sourcing sustainable seafood	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Guidance developing contract/RFP language that supports local food procurement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assistance incorporating local foods into your menu: culinary training, recipe development, budgeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assistance with tracking and reporting local purchases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increased distribution and processing of local foods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to larger/cooperative farms that are capable of delivering wholesale products to colleges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marketing materials to promote local food on campus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assistance with student or faculty engagement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
External networking or collaboration with other institutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Models for growing food on campus for use in campus dining	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other assistance you need (please specify):

Campus Farm or Garden and Food Pantry

25. Does your institution have a campus farm or garden?

- Yes
- No: Skip next question
- I don't know: Skip next question

26. If your institution has a campus farm or garden, please tell us about its relationship to dining services:

	Yes	No	Don't Know / Not applicable
Does dining services receive product from the garden/farm?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you purchase product from the garden/farm (as opposed to it being donated)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a paid staff member (part time or full time) who manages the farm or garden?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the staff member part of the dining services staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you receive product from your campus farm or garden, how much food (in dollars or pounds) did you purchase/receive in the most current fiscal year?

27. Does your institution have a campus food pantry?

- Yes, and dining services provides food for the food pantry
- Yes, but dining services does not provide food for the food pantry
- No
- I don't know

Other (please specify):

Final Comments and Questions

At FINE, we are committed to connecting institutions to the resources and services that will help get more local food into your dining program. The following questions ask about your interest in being connected to specific resources in the region. We are also dedicated to maintaining your confidentiality and will never attach your name to any of the information you have provided above without your permission. If you answer yes to any of these questions, we will only use your information for that specific reason.

28. We work with a number of farmers/producers in the region who are interested in selling to institutions. Are you interested in being connected to farmers/producers in your region?

Yes

No

29. We work with a number of partners in the region who provide technical services and resources to institutions looking to increase their local procurement. Are you interested in being connected to those partners?

Yes

No

30. At FINE, we are always interested in learning more about our stakeholders. If we have questions about any of your responses, may we contact you?

Yes

No

31. Would you like to be entered into the drawing for one of five \$50 Visa gift cards?

Yes

No

32. We appreciate the time you have taken to fill out this survey. If you have any additional comments you would like to make, please add them here.