**Instructions**: Please adapt this survey to meet the needs of your food bank or food pantry using the directions in blue text. Be sure to delete the blue text before distributing.

You can add these questions to another survey that you would like to distribute or use them as a standalone survey.

Once you have gathered your data using this survey, you can create a report using our Canva template. To get started, just click [this link](https://www.canva.com/design/DAF_540zinw/TcNPjk2Rhp6EgzrcSVVwvw/view?utm_content=DAF_540zinw&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview), then click on the “Use template” button that appears when the page loads. [These tutorial videos](https://www.canva.com/designschool/courses/canva-101/?lesson=opening-canva-for-the-first-time) will help if you are new to using Canva.

**Volunteer & Staff Survey**

**This survey is intended to gather data from food pantries.**

 This survey uses the term *neighbors* to refer to the people who are served by a food pantry. Your food bank or pantry may use different language, such as *clients* or *guests*. Use [Find and Replace](https://support.microsoft.com/en-US/office/find-and-replace-text-c6728c16-469e-43cd-afe4-7708c6c779b7) to change this to reflect the term that your organization uses.

We want to know more about the cultural identities and cultural food preferences of the neighbors we serve. Your responses will help us make decisions about what to offer so that we can meet the needs of the communities we serve. This survey should take about 5 to 10 minutes to complete.

Decide whether you want to collect data from volunteers and staff anonymously. Anonymous surveying allows some respondents to feel more comfortable being open and honest about perceived shortcomings in their food pantries or food banks. However, you may have reasons for wanting to gather identifying information. If you do opt to administer the survey anonymously, include the following statement:

This survey is anonymous. We will not collect your name or contact information.

Tell us about yourself.

1. What is the name of your food pantry or organization?
2. How are you affiliated with this food pantry or organization?
3. How much time do you spend at the pantry?
4. What proportion of your work involves interacting directly with neighbors at the pantry? \_\_\_\_\_%

Tell us about the neighbors you serve.

1. What counties/towns/neighborhoods does your pantry serve?

Note: Adapt this question to the food pantries in your area by choosing “counties,” “towns,” or “neighborhoods.” Use whichever word will give you the most useful information. If you’re still not sure which word to use, consider: Using “counties” might make more sense if you’re in a rural area where pantries might cover an entire county—or multiple counties. Using “towns” might make sense if you’re in a suburban area that covers multiple towns. Using “neighborhoods” might make more sense if you’re in an urban area where pantries might only cover a few neighborhoods, not multiple counties.

1. What is the approximate racial and ethnic composition of your neighbors?
2. \_\_% American Indian or Alaska Native
3. \_\_% Asian or Asian American
4. \_\_% Black or African American
5. \_\_% Hispanic or Latino
6. \_\_% Native Hawaiian or Pacific Islander
7. \_\_% White or Caucasian
8. \_\_% Another Race (\_\_\_\_\_\_\_\_\_)
9. What are the most common cultural backgrounds of your neighbors? (Open-ended)
10. What are the most common languages spoken by your neighbors? (Choose all that apply)

Note: Change this list depending on the languages frequently spoken in the area your food bank serves. Be sure to consider languages from other countries and indigenous languages. List languages alphabetically.

1. Arabic
2. Cantonese
3. English
4. French
5. Haitian Creole
6. Hindi
7. Italian
8. Jamaican Patois
9. Mandarin
10. Polish
11. Portuguese
12. Russian
13. Spanish
14. Ukrainian
15. Other\_\_\_\_
16. Does the food pantry have adequate bi/multi-lingual staff or volunteers to speak with all of your neighbors?
17. Yes
18. No – Please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
19. Sometimes  – Please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
20. I don’t know

1. Do you feel like the food available on the food bank’s ordering platform is culturally inclusive or representative of the communities that you serve? (Choose one)
2. Yes
3. No
4. Sometimes
5. I don’t know
6. I do not use the food bank’s ordering platform

1. (If No, Sometimes, or I don’t know to previous question) How does the food available on the food bank’s ordering platform need to change to be more culturally inclusive or representative of the communities that you serve?

1. What cultural or traditional foods are requested by the neighbors you serve?

1. What are the top culturally connected food items frequently requested by your neighbors that you can’t consistently access at your pantry? (For example: Semolina flour, Halal foods, bulk size grains.) Please describe with as much detail as possible (e.g., the type of flour requested). (Open-ended)
	1. Proteins:
	2. Fresh fruits and vegetables:
	3. Canned/frozen fruits and vegetables:
	4. Grains and flour:
	5. Beans, lentils, and peas:
	6. Spices or herbs:
	7. Other:
2. Does the food pantry receive or purchase culturally connected foods from other sources (e.g., international grocers, community gardens, donations)? Please give examples. (Open-ended)
3. If we have more questions, can we follow up with you?
	1. Yes
		1. What is your name?
		2. What is the best way to reach you? (Choose one)
			1. Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			3. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. No