

# Food Pantry Best Practices Evaluation Score Sheet

Agency's Name \_\_\_\_\_

Date Scored \_\_\_\_\_ Current Score \_\_\_\_\_ Goal Score \_\_\_\_\_

*In each of nine criteria under "Current," a pantry is scored according to its current practices. These nine numbers are then multiplied together to determine the pantry's overall score. If you are not happy with that total, please go back through the score sheet indicating, under "Goal," what practices could, should or will be changed, and then multiply these nine scores together to see just how easy it is to improve the pantry's effectiveness by making very achievable changes in its operations.*

## 1 Tax Savings For Supporters

**Which of the below best describes this food pantry's normal practices?**

- Most of the support it receives from individuals is in the form of money (checks or money orders) and not as food (canned good drives or collections) .....Score 1.25
- Two-thirds of the pantry's support from individuals is in the form of money and one third is in the form of food .....Score 1.17
- Half of the pantry's support from individuals is in the form of money and half is in the form of food .....Score 1.13
- One-third of the pantry's support from individuals is in the form of money and two-thirds is in the form of food Score 1.08
- Most of the pantry's support from individuals is in the form of food and not as money .....Score 1

Current score for #1: \_\_\_\_\_

Your goal for #1: \_\_\_\_\_

## 2 Translation of Pantry Funds Into Food

**What percentage of this pantry's food acquisition funds are spent on acquiring donated goods (0¢-18¢ per lb.) from a food bank?**

- 90-100 percent .....Score 10
- 75-89 percent .....Score 8
- 50-74 percent .....Score 6
- 25-49 percent .....Score 3
- Below 25 percent .....Score 1

Current score for #2: \_\_\_\_\_

Your goal for #2: \_\_\_\_\_

## 3 Client Screening

**Which of the below best describes this food pantry's normal practices?**

- We ask pretty much only who they are, where they live and if they are in need (and maybe why) .....Score 1.25
- We require that they prove who they are and where they live .....Score 0.75
- We require that they prove who they are, where they live and why they are in need (their income, etc.) .....Score 0.50
- We require that they prove who they are, where they live, why they are in need, and we check that out (on a computer, with phone calls, etc.) .....Score 0.25

Current score for #3: \_\_\_\_\_

Your goal for #3: \_\_\_\_\_

## 4 How Food Is Offered to Clients

**Which of the below best describes this food pantry's normal practices?**

- Clients are permitted to freely assemble their own food box from whatever goods are available .....Score 2
- Clients are permitted to assemble their own food box by some formula .....Score 1.75
- Clients may pick out some (a small portion ) of what they are given .....Score 1.25
- Only a standardized box is given .....Score 0.50

Current score for #4: \_\_\_\_\_

Your goal for #4: \_\_\_\_\_

## 5 Quantity of Food Given

**Which of the below best describes this food pantry's normal practices?**

- Clients are able to take as much as they feel they need . .Score 1.5
- Clients are given or permitted to take whatever the pantry determines it thinks they need on a case-by-case basis .Score 1
- Clients are given a standardized amount unrelated to their need, but then are referred elsewhere or are invited to return for more help when needed .....Score 0.75
- Clients are given a standardized amount unrelated to their need and are denied or discouraged from seeking more . .Score 0.25

Current score for #5: \_\_\_\_\_

Your goal for #5: \_\_\_\_\_

## 6 Frequency of Help Provided

Which of the below best describes this food pantry's normal practices?

- Clients are provided food as often as they need help .Score 1.5
- Clients are permitted to come back only by some schedule, but more than once a month .Score 1
- Clients are served as often as once per month or every 30 days .Score 0.75
- Clients are not permitted to draw food even as often as monthly .Score 0.25

Current score for #6: \_\_\_\_\_

Your goal for #6: \_\_\_\_\_

## 7 Variety of Goods Offered to Clients

Which of the below best describes this food pantry's normal practices?

- Variety of goods offered or given to clients includes most goods available from the food bank .Score 1.5
- Variety of goods offered or given to clients includes more than half of the variety of goods available from the food bank .Score 1.25
- Variety of goods offered or given to clients includes about half of the variety of goods available from the food bank .Score 1
- Variety of good offered or given to clients includes less than half but more than one quarter of the goods available from the food bank .Score 0.75
- Variety of goods offered or given to clients includes less than one-quarter of the variety of goods available from the food bank .Score 0.25

Current score for #7: \_\_\_\_\_

Your goal for #7: \_\_\_\_\_

## 8 Ensuring That Clients Are Aware Of Other Help They Might Qualify For

Which of the below best describes this food pantry's normal practices?

- Pantry provides clients with information on food stamps, etc. .Score 1.10
- Pantry is prepared to and does answer clients questions about other aid .Score 1.05
- Pantry provides no referral advice .Score 1
- Pantry requires application for food stamps, etc. as a condition of further service from the pantry .Score 0.75
- Pantry denies service to clients who are receiving food stamps, WIC or other similar aid .Score 0.5

Current score for #8: \_\_\_\_\_

Your goal for #8: \_\_\_\_\_

## 9 Informing Elected Officials of Hunger's Realities

Which of the below best describes this food pantry's normal practices?

- Pantry sends key government officials updates at least quarterly .Score 1.10
- Pantry sends key government officials updates at least annually .Score 1.05
- Pantry does not send information on its work or workload to key government officials .Score 1

Current score for #9: \_\_\_\_\_

Your goal for #9: \_\_\_\_\_

**Scoring:** You should have a total of nine numbers. In order to calculate the pantry's total score, you need to multiply down the column. For example, if the nine scores were: 1.25, 6, 0.75, 1.75, 1, 0.75, 1, 1.05 and 1. You would multiply  $1.25 \times 6 \times 0.75 \times 1.75 \times 1 \times 0.75 \times 1 \times 1.05 \times 1$ , for a total of 7.75. That (7.75) is the pantry's total score.

### Current

Please enter this pantry's total score here: \_\_\_\_\_

The highest score possible is 127.6. Such a pantry is truly making optimal use of available resources and is truly blessing its clients. Conversely, the lowest score available is 0.0009. Pantries on the low end are costing their communities more or are blessing clients far less than high-end pantries are. In general,

Pantries with a score above 100 are model programs

Scores of 80 to 99 indicate excellent programs

Scores of 60 to 79 indicate very good programs

Scores of 40 to 59 indicate good programs

Scores of under 39 indicate programs needing improvement

### Raising Your Score

If this pantry wishes to raise its score, please go back over the score sheet and rescore the pantry under "Goal." Simple changes like referring clients on to other pantries for more help or letting them pick out a few odds and ends will greatly increase the score. Each change that increases the score represents increased likelihood of the pantry's making optimal use of resources and of its services really blessing its clients.

### Goal

Please enter this pantry's goal score here: \_\_\_\_\_

And there is no need to stop here! The more you raise your score now or later, the more help you will be able to give people and the more that help will really truly bless them as you always wished it would.