

## Appendix 5 - Evaluating Your Food Pantry

This scoresheet is intended to help you evaluate your food pantry's current practices, and identify possible areas for improvement. Your pantry will be scored according to nine criteria. These scores are then added together to produce an overall score. Pantries with higher scores generally serve clients better and operate more efficiently than those with lower scores.

If you are not happy with your pantry's score, please go back through the score sheet indicating what practices should be changed, and then add these scores together to see how easy it is to improve the pantry's effectiveness.

### 1 - Tax Savings For Supporters

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

A. Most of the support it receives from individuals is in the form of money (checks or money orders) and not as food (food drives or collections) . . . . . Score 10

B. 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 8

C. Half of the pantry's support from individuals is in the form of money and half is in the form of food. . . . . Score 6

D. 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 4

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

A. 90-100 percent . . . . . Score 20

B. 75-89 percent . . . . . Score 15

C. 50-74 percent . . . . . Score 10

D. 25-49 percent . . . . . Score 5

E. Below 25 percent . . . . . Score 1

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

### 3 - Client Screening

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

A. We ask pretty much only who they are, where they live and if they are in need (and maybe why) . . . . . Score 10

B. We require that they prove who they are and where they live . . . . . Score 6

C. We require that they prove who they are, where they live and why they are in need (their income, etc.) . . . . . Score 3

D. 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

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

### 4 - How Food Is Offered to Clients

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

A. Clients are permitted to freely assemble their own food box from whatever goods are available . . . . . Score 18

B. Clients are permitted to assemble their own food box by some formula . . . . . Score 9

C. Clients may pick out some (a small portion ) of what they are given . . . . . Score 6

D. Only a standardized box is given . . . . . Score 3

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

### 5 - Quantity of Food Given

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

A. Clients are able to take as much as they feel they need. . . . . Score 10

B. Clients are given or permitted to take whatever the pantry determines they need on a case-by-case basis. . . . . Score 8

C. 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 4

D. Clients are given a standardized amount unrelated to their need and are prevented or discouraged from seeking more . . . . . Score 1

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

## 6 - Frequency of Help Provided

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

- A. Clients are provided with food as often as they need help. . . . . Score 10
- B. Clients are permitted to come back only by some schedule, but more than once a month. . . . . Score 8
- C. Clients are served as often as once per month or every 30 days . . . . . Score 4
- D. Clients are not permitted to draw food as often as monthly . . . . . Score 1

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

## 7 - Variety of Goods Offered to Clients

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

- A. The variety of goods offered or given to clients includes most goods available from the local Food Bank . . . . . Score 10
- B. The variety of goods offered or given to clients includes more than half of the variety of goods available from the Food Bank . . . . . Score 8
- C. The variety of goods offered or given to clients includes about half of the variety of goods available from the Food Bank . . . . . Score 6
- D. The 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 3
- E. The variety of goods offered or given to clients includes less than one-quarter of the variety of goods available from the Food Bank . . . . . Score 1

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 your food pantry's normal practices?*

- A. The pantry provides clients with information on food stamps, etc. . . . . Score 6
- B. The pantry is prepared to and does answer clients questions about other aid . . . . . Score 3
- C. The pantry provides no referral advice . . . . . Score 0
- D. The pantry requires application for food stamps, etc. as a condition of further service from the pantry . . . . . Score -3

E. The pantry denies service to clients who are receiving food stamps, WIC or other similar aid . . . . . Score -6

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

### **9 - Informing Elected Officials of Hunger's Realities**

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

A. The pantry sends key government officials updates at least quarterly . . . . . Score 6

B. The pantry sends key government officials updates at least annually . . . . . Score 3

C. The pantry does not send information on its work or workload to key government officials . . . . . Score 0

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

### **Scoring**

*You should have a total of nine numbers. To calculate your pantry's total score, simply add them together. If you want to raise your pantry's score, please go back over the score sheet and rescore the pantry under "Goal." Simple changes can make a huge difference.*

Score of 80 to 100 - excellent

Score of 60 to 79 - very good

Score of 40 to 59 - good

Score of 0 to 39 - needs improvement

**Current Total Score** \_\_\_\_\_ **Goal Total Score:** \_\_\_\_\_