

## Cooking Matters Survey Administration Guide

### Overview of the Participant Survey

Share Our Strength uses surveys to understand the experience of Cooking Matters participants and ensure that the program is achieving its desired results.

The participant survey serves as a tool for:

- Tracking changes in participant knowledge, attitudes, skills, confidence, and behaviors as a result of participating in a Cooking Matters course
- Soliciting feedback regarding the overall quality of the participant experience
- Capturing qualitative feedback (e.g., quotes) from participants about how the course has affected them
- Gathering demographic information

Surveys will be sent from the Good Shepherd Food Bank office.

If additional surveys are needed:

- You can access them from the GSFB web portal, <https://www.gsfb.org/cmportal/>
- You may also ask your contact at GSFB to send additional surveys in the mail

### Survey Administration

#### Before Class Survey

- Surveys should be completed at the first class. If a participant misses the first class have them complete the survey at the second class.
- Provide each participant with a blank survey to complete, have participants write their first name on the demographics page and complete the “Before Class Survey” section only. There is a stop sign to indicate the end of the “Before Class Survey.”
- **Number of people in household:** This question refers to the number of people living in the same home as the participant **counting him/herself**. If the host site is a shelter or transitional center please ask participants to enter only themselves and any dependents.
- **Children in household:** These questions refer to all children living in the same home as the participant, regardless of whether or not they are the participant’s biological children (e.g. participants living with grandchildren or a partner’s child/children).

#### After Class Survey

- At the last class return surveys to participants and have them complete the section labeled “After Class Survey.”
- Allow extra time at the last class to complete the After Course Survey.

Mail completed surveys to GSFB with the end of course paperwork.