Create Healthy Pantries PEARs Entry
Please follow these instructions for creating a PEARs PSE entry for projects implemented in food pantries.

GENERAL INFORMATION

Site or organization
Add the name of the food pantry
If you are working at multiple pantries create a new PSE entry for each pantry

Intervention Name
Other: Create Healthy Pantries (unless we have PEARs add this as an intervention name)

Unit
Your County

PSE Setting
Food banks and pantries (under ‘Shop’ blue heading)

Intervention Topics
This will depend on what projects you are doing to create a healthy pantry. You may add multiple intervention topics. Below are intervention topics that are specific to the pick-list PSE strategies. Please include these intervention topics for the projects listed below that you are working on to create a healthy pantry, unless you feel they do not reflect the work you are doing. You may add additional intervention topics that are specific to your work with the pantry.

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Impact</th>
<th>Intervention Topic to select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Garden Work</td>
<td>Donate fresh produce to pantry</td>
<td>Fruits &amp; vegetables</td>
</tr>
<tr>
<td>Healthy Food Drives</td>
<td>Increase availability of healthy foods</td>
<td>Choose topics that reflect specific items requested through food drive. For example, whole grains, fiber-rich foods, limiting sodium, protein foods, etc.</td>
</tr>
<tr>
<td>Thumbs Up for Healthy Choices</td>
<td>Increase visibility and appeal of healthy options</td>
<td>Limiting added sugars Limiting saturated fats Limiting sodium Fruits and vegetables Whole grains Fiber-rich foods</td>
</tr>
</tbody>
</table>
Example: If you have done a healthy food drive and the Thumbs Up program you would include the intervention topics from the bottom two rows above.

In what Federal Fiscal Year did you first contact this site to participate in SNAP-Ed funded PSE work?

Enter year you started your pantry work. It is OK to work with the same pantry for multiple years.

**Stages of Implementation**

Select your stage of implementation from the available choices. Be sure to show progress in your implementation by updating the stage regularly. You can have more than one box checked at the same time.

An example of a timeline for working with a new food pantry, you would check the following boxes:
- October 2019 - Select contacted site and agreed to participate
- October 2019 - Select planning and preparation for implementation
- December 2019 - Select started implementation of changes
- February 2019 - Select continued to implement changes
- May 2019 - Select worked to maintain changes
- September 2019 - Select conducted follow-up assessments, evaluation

In this example, at the end of the fiscal year, all of the boxes would be checked.

**Comments**

NEW FOR FY 2019:

We are going to use this comment box to replace the previously used Qualtrics survey. Please list your weekly activities in this box to help track how you are spending your PSE time. Please include the date, amount of time spent, and a brief description of the activity.

Example:
- October 25 – collected excess produce from community garden and delivered to pantry – 3 hours
- November 2 - replaced shelf talkers and packed recipe bags – 2 hours
- November 15 – organized low-sodium shelf, educated pantry staff & volunteers about Thumbs Up - 4 hours

**NEEDS, READINESS & EFFECTIVENESS**

**Did you conduct any needs or readiness assessments at this site or org.....**
Select YES (this is required for all work in food pantries)
**Click +Add Assessment**

**Assessment Type**
Select Needs assessment/environmental scan

**Survey Instrument**
Select Healthy Food Pantry Assessment Toolkit

**Approximate date baseline assessment administered**
Enter date of your first assessment (will be at the beginning of the fiscal year or when you start with a new pantry)

**Brief description of baseline assessment results**
Add highlights, areas for improvement, etc.

**Assessment Score**
Add score from Healthy Food Pantry Assessment Toolkit

**Approximate date follow-up assessment administered**
Enter date of your follow-up assessment

**Brief description of follow-up assessment results**
Add highlights, areas that were improved, etc.

**Follow-up Assessment Score**
The goal is to have this score higher than the baseline assessment conducted earlier in the year

**STRATEGY**
If you are doing complementary strategies *in addition* to your PSE work in the pantry select them here. For example, you would select the following if you were also:

<table>
<thead>
<tr>
<th>Complementary Activities</th>
<th>Examples of when to select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence-based education</td>
<td>If you are also offering Create Better Health classes in the food pantry</td>
</tr>
<tr>
<td>Marketing (Advertising, Promotion, etc.)</td>
<td>If you are also having a booth where you recruit food pantry users to other Food $ense classes. If you leave fliers about your classes at the pantry.</td>
</tr>
<tr>
<td>Parent/community involvement</td>
<td>If you are conducting healthy food drives or have community garden members donating excess produce.</td>
</tr>
</tbody>
</table>
Staff training on continuous program and policy implementation

If you train pantry volunteers and staff to help implement the Thumbs Up program.

SNAP-Ed Funding
Select the appropriate responses for the different options. This can change as the year progresses.

Involvement
Select appropriate response for youth involvement.

CHANGES ADOPTED

This will depend on what projects you are doing to create a healthy pantry. You may add multiple changes adopted. Below are changes adopted that are specific to the pick-list PSE strategies. Please include these changes for the projects listed below that you are working on to create a healthy pantry, unless you feel your work has not resulted in these changes. You may also add additional changes adopted that are specific to your work with the pantry.

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Impact</th>
<th>Changes Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Garden Work</td>
<td>Donate fresh produce to pantry</td>
<td>Collecting excess wholesome food to donate to charitable organizations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Include fresh produce in food pantry offerings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increased shelf space, amount or variety of healthy options</td>
</tr>
<tr>
<td>Healthy Food Drives</td>
<td>Increase availability of healthy foods</td>
<td>Implemented, improved or expanded healthy fundraisers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increased shelf space, amount or variety of healthy options</td>
</tr>
<tr>
<td>Thumbs Up for Healthy Choices</td>
<td>Increase visibility and appeal of healthy options</td>
<td>Increased awareness of PSE change by target audience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Used posters, visual displays, taste testing, live demonstrations, audiovisuals, etc.</td>
</tr>
</tbody>
</table>
Improved appeal, layout or display of foods to encourage healthy and discourage unhealthy selections

Reach

Method used to determine reach
Select Measured if the pantry provides you with accurate counts of the people they reach
Select Estimated if pantry provides you with an estimated reach or you estimate the reach on your own

Source of data
Select Survey of target audience if pantry provides accurate count
Select Visual estimate if no formal tool was used

Total number of people reached by PSE work
Add your measured or estimated number of people reached

Characteristics of those reached
If you don’t know the specific demographics, i.e.: age, gender, ethnicity, etc. of pantry users select Unknown. You do not have to try to estimate.

INDIVIDUAL EFFECTIVENESS

Are you evaluating individual-level effectiveness....?
Select No

RECOGNITION & MEDIA COVERAGE
Add as appropriate

SUSTAINABILITY
Answer as appropriate

REFLECTION
Answer as appropriate

MARK AS COMPLETE
Only mark as complete when you finish your work with the food pantry for the fiscal year. Remember, all pantry work must have two assessments conducted and reported in the Needs, Readiness & Effectiveness section (see above), one at the beginning of your work with them
and one at the end. Enter your follow-up assessment information before marking this entry as complete.