

## GENERAL INFORMATION

Date of Visit: \_\_\_\_\_ Date of Last Visit: \_\_\_\_\_  
 School / Site Name: \_\_\_\_\_ School District: \_\_\_\_\_  
 Site Address: \_\_\_\_\_ County: \_\_\_\_\_  
 Day and Times of KFM: \_\_\_\_\_  
 KFM Site Coordinator: \_\_\_\_\_ FBST Staff: \_\_\_\_\_

## PROGRAM STANDARDS

	Yes	No	N/A
Is produce being offered to children free of charge?			
Has the site coordinator reviewed the KFM Manual?			
Has the site coordinator received a KFM orientation?			
Is the site coordinator or secondary present at every distribution?			
Is the site staffed with an adequate number of volunteers?			
Is signage in place identifying program of FBST?			
Do staff with direct repetitive contact with children receive a national background check?			
Has at least one regular staff and/or volunteer on site received food safety training?			
Does the distribution start and end on time?			
Is the site coordinator regularly submitting stats to FBST?			
<b>Comments:</b>			

## DELIVERY

	Yes	No	N/A
Is produce inspected when it is delivered?			
Is produce inspected before it is distributed?			
Do site staff maintain a copy of delivery invoice?			
Is there any food, garbage, debris or other supplies left on site after the distribution?			
How does produce get from delivery location to storage area?			

How does produce get from storage area to distribution location?
<b>Comments:</b>

## FOOD SAFETY & STORAGE

	Yes	No	N/A
Is produce stored at least 6" off the ground??			
Is produce stored at least 6" below the ceiling?			
Is produce away from the wall?			
Is produce stored in a temperature controlled space?			
Is produce stored in a clean and sanitary location?			
Is produce stored away from cleaning materials and toxic chemicals?			
Are there signs of pests where produce are stored?			
Does the facility use an outside pest control vendor?			
Does the facility complete internal pest inspections?			
Is produce stored in a space that has restricted access and is lockable?			
<b>Comments:</b>			

## VOLUNTEER COORDINATION & SAFETY

	Yes	No	N/A
Do any volunteers appear ill? If so, were they asked to <u>not</u> volunteer for the day?			
Are volunteers required to wash hands / use hand sanitizer before beginning their shift?			
Are volunteers instructed on how to handle product? (Checking for spoiled produce)			
Are contact surfaces (tables) cleaned and sanitized before distributing produce?			
<b>Comments:</b>			

## DISTRIBUTION

	Yes	No	N/A
Are children encouraged to wash their hands or use hand sanitizer during the event?			
Is produce displayed in a pleasant, farmers' market style?			
Is there signage saying this is a program of FBST?			
Are nutrition education lessons and / or recipes being offered? If so, who is the partnering agency?			
How are children encouraged to try new vegetables?			
<b>Comments:</b>			

## EVALUATION

	Yes	No	N/A
Is the site coordinator connected to their NOEP?			
Is the site coordinator interested in advocacy?			
Is the site coordinator connected to a local pantry?			
Does the site coordinator receive email updates from FBST?			
Is the site coordinator interested in county coalition meetings?			
How do you assist FBST in program evaluation? How are surveys distributed and collected?			
How are Kids' Farmers Market parents engaged with the program? Are there spaces / gatherings where parents regularly gather?			
Are other partners involved in the organization and execution of the KFM? If so, who is involved?			

How does the site coordinator conduct outreach?
How does the site coordinator communicate with volunteers?
Any feedback from the site coordinator for FBST?

## FINDINGS AND RECOMMENDATIONS

(If applicable) Have problems noted during the last visit been corrected and how?

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List any issues observed:

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List recommendations/corrective actions as needed:

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Comments/Observations/Stories shared:

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## SIGNATURES

\_\_\_\_\_  
Site Staff Interviewed

\_\_\_\_\_  
Date

\_\_\_\_\_  
FBST Staff

\_\_\_\_\_  
Date