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7-1-2020

### New England Food Policy Council Survey Instrument

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#### Recommended Citation

Porter, Cathryn A. and Ashcraft, Catherine M., "New England Food Policy Council Survey Instrument" (2020). *Natural Resources and the Environment Scholarship*. 141.

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## **New England Food Policy Council Survey Instrument**

### **Title of Study: Bringing Everyone to the (Dinner) Table: An analysis of public participation in New England Food Policy Councils**

Principal Investigator: Cathryn Porter, Graduate Student, Department of Natural Resources and the Environment, University of New Hampshire

Faculty Advisor: Catherine Ashcraft, Assistant Professor, Department of Natural Resources and the Environment, University of New Hampshire

#### **What is the purpose of this form?**

This consent form describes the research study and helps you to decide if you want to participate. It provides important information about what you will be asked to do in the study, about the risks and benefits of participating in the study, and about your rights as a research participant. You should: Read the information in this document carefully. Ask the research personnel any questions, particularly if you do not understand something. Not agree to participate until all your questions have been answered, or until you are sure that you want to. Understand that your participation in this study involves you taking an online survey that will last about 30 minutes.

#### **What is the purpose of this study?**

The purpose of this research is to develop an in-depth case study of New England to better understand public participation opportunities offered by food policy councils and how this contributes to taking action on food policy. I expect to engage with 18-30 individuals representing different food policy councils in New England. Participants must be at least 18 years old to participate in the study.

#### **What does your participation in this study involve?**

Your participation in this study involves participating in an online survey that should take roughly 30 minutes to complete. The survey asks questions about your perception of the food policy council you represent and what types of public participation opportunities the council offers.

#### **What are the possible risks of participating in this study?**

Participation in this study is expected to present minimal risk to you.

#### **What are the possible benefits of participating in this study?**

There are no direct benefits from participating in this study. You may, however, benefit indirectly from the results of this research which is intended to identify strategies for improved public participation for food policy councils to attain a more just and equitable food system.

#### **If you choose to participate in this study, will it cost you anything?**

There are no costs associated with participating in this study.

#### **Will you receive any compensation for participating in this study?**

Compensation will not be provided for participating in this study.

**Do you have to take part in this study?**

Taking part in this study is completely voluntary. You may choose not to take part at all. If you agree to participate, you may refuse to answer any question. If you decide not to participate or decide to stop participating at any time, you will not be penalized or experience any negative consequences.

**Can you withdraw from this study?**

If you agree to participate in this study and you then change your mind, you may stop participating at any time. Any data collected as part of your participation will remain part of the study records.

**How will the confidentiality of your records be protected?**

I will maintain the confidentiality of all data and records associated with your participation in this research.

There are, however, rare instances when I may be required to share personally-identifiable information with the following: Officials at the University of New Hampshire or regulatory and oversight government agencies.

Further, any communication via the internet poses minimal risk of a breach of confidentiality.

To help protect the confidentiality of your information, all files and data will be stored on a password protected computer and UNH Box projects folder. Survey results will be de-identified. The information will be analyzed with other survey results and the results of the study will be aggregated so that no individuals can be identified in published documents, presentations, or web-based summaries, unless you provide written consent to be identified and/or quoted (see options below). Those people with access to the identified data include: Casey Hancock, Dr. Catherine Ashcraft, and members of the Environmental Policy, Planning and Sustainability (EPPS) Lab at UNH.

**Whom to contact if you have questions about this study**

If you have any questions pertaining to the research you can contact the following individuals to discuss them:

Cathryn Porter, Graduate Student, 603-862-5439, [casey.porter@unh.edu](mailto:casey.porter@unh.edu)

Dr. Catherine Ashcraft, Assistant Professor, 603-862-3925, [catherine.ashcraft@unh.edu](mailto:catherine.ashcraft@unh.edu)

If you have questions about your rights as a research subject you can contact Dr. Julie Simpson in UNH Research Integrity Services, 603-862-2003 or [Julie.simpson@unh.edu](mailto:Julie.simpson@unh.edu) to

discuss them.

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**Yes, I CONSENT to participate in this research study under the following conditions:**

- You may include the food policy council I represent in a list of research participants, but I don't want the food policy council identified with specific comments or quoted.
- You may include the food policy council I represent in a list of research participants. You may also quote and identify the food policy council, but only if you first check with me.

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To give your consent, please write in your name and the date.

Name \_\_\_\_\_

Date Consent Given (mm/dd/yyyy)  
\_\_\_\_\_

Please answer the following questions based on the food policy council you represent.

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1. What is the mission of the food policy council?

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2. Is the food policy council engaged in policy efforts?

- Yes
  - No
  - Not Sure
- 

*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = No  
Or 2. Is the food policy council engaged in policy efforts? = Not Sure*

3. How long have you participated in the food policy council?

- Less than one year
  - More than one year
- 

*Display This Question:*

*If 3. How long have you participated in the food policy council? = Less than one year*

3a. If you have participated in the food policy council for less than a year, please enter the name and contact information for a person who has participated in the food policy council for greater than a year that we may also contact to complete this survey:

- Name \_\_\_\_\_
  - E-mail \_\_\_\_\_
-

*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

3. If yes, what are the top policy priorities (Check all that apply)

- Food access
  - Food justice
  - Economic development
  - Land use/planning
  - Food procurement
  - Food production
  - Food waste/recovery
  - Food labor
  - Environment
  - Land access
  - Public health
  - Nutrition
  - Other (please describe)
- 

*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

4. Please identify up to three policy efforts (ex: community food assessment, food action plan, food charter, policy change) of the food policy council whether successful or not:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

*Carry Forward All Choices - Entered Text from "4. Please identify up to three policy efforts (ex: community food assessment, food action plan, food charter, policy change) of the food policy council whether successful or not: "*

4a. For each policy effort, did your council gather input from affected populations?

	Yes	No
1.	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>

*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

*Carry Forward All Choices - Entered Text from "4. Please identify up to three policy efforts (ex: community food assessment, food action plan, food charter, policy change) of the food policy council whether successful or not: "*

4b. For each policy effort, what methods were used to gather input? (Check all that apply)

	Surveys (paper or online)	Social media	Interviews	Attending meetings of other organizations/groups (ex: Health Department, Planning Board, other civil society groups)	Citizen's forum at regularly scheduled food policy council meetings	Listening sessions or face-to- face discussions	Other
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Display This Question:*

*If If 4b. For each policy effort, what methods were used to gather input? (Check all that apply) 1. - Other Is Selected*

*Or 4b. For each policy effort, what methods were used to gather input? (Check all that apply) = Other*

*Or Or 4b. For each policy effort, what methods were used to gather input? (Check all that apply) 2. - Other Is Selected*

*Or Or 4b. For each policy effort, what methods were used to gather input? (Check all that apply) 3. - Other Is Selected*

4c. If you selected "Other" in 4b, please describe:

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*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

*Carry Forward All Choices - Entered Text from "4. Please identify up to three policy efforts (ex: community food assessment, food action plan, food charter, policy change) of the food policy council whether successful or not: "*

4d. For each policy effort, in general, which sectors or stakeholders participated or were represented through the participation opportunities?

	1.	2.	3.
Farmers			
Fisheries			
Food processing			
Food distribution			
Economic development			
Food waste			
Public health			
Nutrition			
Government			

Planning			
Food Access			
Schools (K-12)			
Colleges & Universities			
Extension			
Concerned citizens			
Individuals from diverse economic backgrounds			
Individuals of varying ages			
Individuals from diverse racial/ethnic backgrounds			

Individuals of different genders			
Other			

-----

*Display This Question:*

*If 4d. For each policy effort, in general, which sectors or stakeholders participated or were repres... = Other*

*Or Or 4d. For each policy effort, in general, which sectors or stakeholders participated or were represented through the participation opportunities?&nbsp; 1. - Other Is Selected*

*Or Or 4d. For each policy effort, in general, which sectors or stakeholders participated or were represented through the participation opportunities?&nbsp; 2. - Other Is Selected*

*Or Or 4d. For each policy effort, in general, which sectors or stakeholders participated or were represented through the participation opportunities?&nbsp; 3. - Other Is Selected*

4e. If you selected "Other" in 4d, please explain:

-----

Display This Question:

If 2. Is the food policy council engaged in policy efforts? = Yes

Carry Forward All Choices - Entered Text from "4. Please identify up to three policy efforts (ex: community food assessment, food action plan, food charter, policy change) of the food policy council whether successful or not: "

4f. For each policy effort, from your perspective as a council member, how satisfied were you with the participation opportunities?

	Very satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat dissatisfied	Very dissatisfied	Not sure
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Display This Question:

If 2. Is the food policy council engaged in policy efforts? = Yes

4g. Please explain your response.

Display This Question:

If 2. Is the food policy council engaged in policy efforts? = Yes

Carry Forward All Choices - Entered Text from "4. Please identify up to three policy efforts (ex: community food assessment, food action plan, food charter, policy change) of the food policy council whether successful or not: "

4h. For each policy effort, how satisfied do you perceive the council was with the participation opportunities?

	Very satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat dissatisfied	Very dissatisfied	Not sure
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Display This Question:

If 2. Is the food policy council engaged in policy efforts? = Yes

4i. Please explain your response.

Display This Question:

If 2. Is the food policy council engaged in policy efforts? = Yes

Carry Forward All Choices - Entered Text from "4. Please identify up to three policy efforts (ex: community food assessment, food action plan, food charter, policy change) of the food policy council whether successful or not: "

4j. For each policy effort, how satisfied do you perceive participants were with the participation opportunities?

	Very satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat dissatisfied	Very dissatisfied	Not sure
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Display This Question:

If 2. Is the food policy council engaged in policy efforts? = Yes

4k. Please explain your response.

*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

*Carry Forward All Choices - Entered Text from "4. Please identify up to three policy efforts (ex: community food assessment, food action plan, food charter, policy change) of the food policy council whether successful or not: "*

4l. For each policy effort, did the input gathered through public participation opportunities shape the outcome or the decision made?

	Yes	No	Not Sure
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

4m. Please explain your response.



*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

5. What sectors or stakeholders are currently represented on the food policy council? (Check all that apply)

- Farmers
- Fisheries
- Food processing
- Food distribution
- Food waste
- Public health
- Nutrition
- Government
- Planning
- Economic development
- Food access
- Schools (K-12)
- Colleges and Universities
- Extension
- Concerned citizens

- Individuals from a variety of income levels
  - Individuals of different genders
  - Individuals of different ages
  - Individuals from diverse racial/ethnic backgrounds
  - Other (please describe)
- 

*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

6. Does the food policy council reserve membership seats for specific sectors or stakeholders?

- Yes
- No
- Not Sure

*Display This Question:*

*If 6. Does the food policy council reserve membership seats for specific sectors or stakeholders? = Yes*

6a. If yes, please identify which specify which specific sectors or stakeholders:

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*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

7. Does the food policy council recruit members from diverse economic, gender, age or racial/ethnic backgrounds?

- Yes
- No
- Not sure

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*Display This Question:*

*If 7. Does the food policy council recruit members from diverse economic, gender, age or racial/ethn... = Yes*

7a. If yes, which demographic groups does the food policy council target?

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*Display This Question:*

*If 7. Does the food policy council recruit members from diverse economic, gender, age or racial/ethn... = Yes*

7b. If yes, how are these demographic groups identified?

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*Display This Question:*

*If 7. Does the food policy council recruit members from diverse economic, gender, age or racial/ethn... = Yes*

7c. If yes, how are these demographic groups recruited?

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*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

8. Does the food policy council have workgroups?

Yes

No

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*Display This Question:*

*If 8. Does the food policy council have workgroups? = Yes*

8a. If yes, please list the workgroups:

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*Display This Question:*

*If 8. Does the food policy council have workgroups? = Yes*

8b. If yes, who can participate in workgroups?

Council members only

Any interested individual

Other: \_\_\_\_\_

---

*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

9. How long have you participated in the food policy council?

Less than one year

More than one year

---

*Display This Question:*

*If 9. How long have you participated in the food policy council? = Less than one year*

9a. If you have participated in the food policy council for less than a year, please enter the name and contact information for a person who has participated in the food policy council for greater than a year that we may also contact to complete this survey:

Name \_\_\_\_\_

E-mail \_\_\_\_\_

---

*Display This Question:*

*If 2. Is the food policy council engaged in policy efforts? = Yes*

10. Is there anything else you would like to add?

**End of Block: Default Question Block**

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