



# MyChoice Pantry Scorecard

## Using the MyChoice Scorecard

### Who should use the MyChoice Scorecard?

It was designed for use by community coaches in Extension to assess pantries and help in planning. Although food pantry personnel can use the scorecard independently, it is highly recommended that trained Extension coaches collaborate in the process. Ideally, the community coach works with pantry personnel to complete the scorecard.

### What does this MyChoice Scorecard measure?

It scores food pantries based on the content of the Voices for Food: Food Pantry Toolkit. The scorecard is designed for use by community coaches in Extension to assess food pantries and provide guidance on best practices. This easy-to-use scorecard allows coaches and pantry personnel to assess where pantries should begin based on the unique situation and then progress towards the MyChoice model.

### When should the MyChoice Scorecard be used?

The scorecard should be completed prior to MyChoice implementation and then semi-annually to measure progress. The scorecard should be completed during food pantry hours.

### How should the results be used?

Based on the results the coach can use coaching questions (APPENDIX B) in conversations with pantry personnel to identify strengths and opportunities. The results of the scorecard can help the food pantry set realistic organizational goals and measure progress.

### What does the score mean?

The total score does not denote a “good” or a “bad” score. Rather, the scorecard should be used to measure total progress in transitioning to MyChoice. Lower scores indicate more opportunities for growth, while higher scores indicate that progress has been made towards MyChoice.

### Instructions:

1. Read through the scorecard in its entirety.
2. Assign points based on your unique pantry observations.
3. Tally points from within Column A, B & C.
4. Add Columns A, B & C to get a total score.
5. Discuss each item with food pantry personnel. Use the Food Pantry Toolkit (corresponding page numbers appears next to each item in the scorecard) and coaching questions to determine next steps.
6. Reassess progress on a regular bases and then set new goals using the same process.

Question	2 pt	1 pt	0 pt	Notes
1. Is the food on the pantry shelves organized and labeled by the MyPlate food groups? (pp. 6-7)	Yes	With variations	No	
2. Are each of the food shelves (includes all shelves) color-coded by food groups? (vegetables=green, fruit=red, dairy=blue, grains=orange, protein foods = purple, combination = brown, miscellaneous = yellow) (pp. 6-8)	Yes	With variations	No	
3. Did pantry users have the opportunity to choose all, some, or none of the foods they take home from the pantry? (this could be in the form of a shopping list) (p. 6)	All foods	Some foods or variation of choice (list)	No foods	
4. Did pantry users appear to have enough time to choose their food selections? (p. 8)	Yes	Sometimes	No	

Question	2 pt	1 pt	0 pt	Notes
5. Did pantry users have an easy way to bag and carry their food selections, such as with shopping carts and bags? (p. 8)	Yes, all pantry users did	Some pantry users did	No pantry users did	
6. Did staff and volunteers encourage physically able clients to remove their own items from shelves and place them in their carts or bags? (p. 8)	Always	Sometimes	No	
7. Are one or more MyPlate nutrition education posters displayed at the pantry where users can see them? (p. 9)	Yes	In progress	No	
8. Are nutrition education materials (such as MyPlate tip sheets, magnets, newsletters, etc.) offered to pantry users? (pp. 19-22)	Yes	In progress	No	
9. Are any of the following marketing strategies observable at the pantry to promote users making healthy choices at the pantry? (p. 8)				
a. Healthy food choices are placed in special areas such as at the front of the line, at the beginning of the aisles, and on special displays. (p. 8)	Yes	In progress	No	
b. Unhealthy food choices are placed in harder to reach areas such as on the top or bottom of a shelf or in an inaccessible location where clients need to ask for help. (p. 8)	Yes	In progress	No	
c. Pantry offers incentives for healthier food selections (e.g. two items count as only one choice). (p. 8)	Yes	In progress	No	
d. There are samples of healthy food choices offered to pantry users. (p. 8)	Yes	In progress	No	
e. There are appealing labels for healthy food choices (e.g., "filling whole grain rice" or "local delicious apples"). (p. 8)	Yes	In progress	No	
f. Pantry users are offered recipes with healthy foods available at the pantry. (p. 8)	Yes	In progress	No	
g. Pantry users are offered recipes that highlight food group colors in the ingredients listing.(pp. 8, 24)	Yes	In progress	No	
10. Did pantry staff and volunteers offer respectful customer service to clients? (pp. 8-9)	Always	Sometimes	No	
11. Does the pantry have signage or other methods of providing information about and/or referrals to other public or private food assistance programs? (p. 9)	Yes	In progress	No	
12. Does it appear that the pantry has enough staff or volunteers to provide intake and shopping assistant services? (p. 9)	Yes	In progress	No	
13. Are you able to identify between staff/volunteers and clients (i.e. VFF Ambassador's button, nametags, aprons)? (p. 9)	All	Some	No	
14. Is there a system for training new pantry staff/volunteers? (p. 9)	Yes	In progress	No	
15. Is the USDA Civil Rights poster posted in a high-traffic visible location within the food pantry? (p. 11)	Yes	In progress	No	
16. Do food pantry volunteers talk about nutrition with the clients? (pp. 10-11)	Always	Sometimes	No	

