FFY 2022: SNAP-Ed Survey Order Form

Local Implementing Agencies (LIAs) should use pre- and post-surveys with all SNAP-Ed direct education series on the [approved curriculum list](https://s3-us-west-2.amazonaws.com/wp2.cahnrs.wsu.edu/wp-content/uploads/sites/35/2019/03/FFY2020-Curriuclum-List-WA-SNAP-Ed-final.xlsx). LIAs may either use online surveys or paper surveys for direct education in FFY 2022, and they should only use one type of survey per direct education series. LIA should submit this completed form to their IA to order SNAP-Ed paper pre- and post- surveys for direct education series. Implementing agencies will compile all survey orders from their region and place orders with the evaluation team.

## When should I order surveys?

Surveys can take up to eight weeks to print and ship so **please order early**. We encourage LIAs to order surveys to last them the full year, if possible. Survey order due dates are listed below:

* Surveys for Q1 & Q2 2022: July 30, 2021
* Surveys for Q3 & Q4 2022: January 28, 2022
* Surveys for Q1& Q2 2023: August 24, 2022 (please note, these may arrive mid-late October)

## What if I run out of surveys before I receive more?

Local agencies can print surveys themselves. They are available on the Evaluation page of the Washington SNAP-Ed website. Surveys should be printed in color. Pre-test and post-test cover sheets should be printed on separate pieces of paper and stapled to the pre- or post-test. If you print a pre- or post-test file, please print single sided. K-2nd grade surveys should be printed in color and may be printed double-sided.

## What do I do with this form once I’ve filled it out?

Local agencies should send completed forms to their Implementing Agency. Implementing Agencies will bundle forms from LIAs and send to the evaluation team.

## Can you deliver to PO Boxes?

No. Please use a street address.

## How do I fill out the form?

Enter your contact information into the fields at the top of the “Order Information” section on the following page. Once you’ve entered your contact information, complete the table below, listing each survey you are requesting. Please put one survey per line. If you need a survey in both English and Spanish, please put the Spanish survey on one line and the English survey on another.

Some pre- and post-surveys have different cover sheets, so please indicate the number of pre- and post-tests needed separately, in the columns indicated.

## What languages are surveys available in?

Most surveys are available in English and Spanish. SNAP Happy Surveys and Demographic Cards are also available in Russian. Walk with Ease Surveys are only available in English.

## What surveys can I order using this form?

* K-2nd Grade Eat Well + Move Survey
* 3rd-5th Grade Food and Nutrition Survey (SNAP Happy)
* 6th-8th Grade Food and Nutrition Survey (SNAP Happy)
* 9th-12th Grade Food and Nutrition Survey (SNAP Happy)
* Adult Food and Nutrition Survey (SNAP Happy)
* Walk with Ease
* Demographics Card for Adults (Pre- only)

# Order Information:

**Region Number**: Choose an item.

**Agency Name**: Click or tap here to enter text.

**Contact Name** (c/o or attn:): Click or tap here to enter text.

**Mailing Address** (street addresses only):

* Street name and number: Click or tap here to enter text.
* City: Click or tap here to enter text.
* Zip Code: Click or tap here to enter text.

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| Survey Name | Language (English, Spanish, or Russian) | Number of Pre-Surveys Needed | Number of Post-Surveys Needed | For each line item, please briefly describe why paper surveys must be used |
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