INSTRUCTIONS

Use this form to submit your results (90-100%) for national recognition and confirmation of your assessment results. Fax your completed Making the Grade Self-Assessment to your Regional Project Manager.

EVALUATOR INFORMATION

Name: __________________________ Title: __________________________
Center: ___________________________________________________________
E-mail: __________________________________ Phone: ____________________
Date(s) of Assessment (dd/mm/yyyy): _________________________________

RESULTS

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria food quality and nutritional value</td>
<td></td>
</tr>
<tr>
<td>Nutrition and wellness promotion</td>
<td></td>
</tr>
<tr>
<td>Nutrition education</td>
<td></td>
</tr>
<tr>
<td>Physical Fitness</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

CERTIFICATIONS

Required Certifications

I certify the above results of the Making the Grade Self-Assessment and request national recognition and confirmation of our Provisional Grade A Center Status.

Signature Center Director Date

Signature Academic Manager Date

Signature Food Service Manager Date

Signature Recreation Manager Date

Note: This form can also be used to gauge your center’s progress toward Making the Grade.
### Cafeteria Food Quality and Nutritional Value: 25 points

<table>
<thead>
<tr>
<th>Factor</th>
<th>Data Source</th>
<th>Points Possible</th>
<th>Formula</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fat (% of calories)</td>
<td>Menu analysis of one week of meals</td>
<td>5</td>
<td>&lt;30.0%=5 points&lt;br&gt;31.1-32.0%=4 points&lt;br&gt;32.1-33%=3 points&lt;br&gt;33.1-34%=2 points&lt;br&gt;34.1%&gt;0 points</td>
<td></td>
</tr>
<tr>
<td>Saturated fat (% of calories)</td>
<td>Menu analysis of one week of meals</td>
<td>5</td>
<td>&lt;10.0%=5 points&lt;br&gt;11.1-12%=3 points&lt;br&gt;12.1-13%=1 points&lt;br&gt;13%&gt;0 points</td>
<td></td>
</tr>
<tr>
<td>Fresh produce, raw or cooked</td>
<td>Menu</td>
<td>5</td>
<td>Frequency over 7 days&lt;br&gt;19 meals=5 points&lt;br&gt;17-18 meals=4 points&lt;br&gt;15-16 meals=3 points&lt;br&gt;13-14 meals=2 points&lt;br&gt;12 meals=1 points&lt;br&gt;12 meals=0 points</td>
<td></td>
</tr>
<tr>
<td>Sugar in beverages</td>
<td>Menu</td>
<td>5</td>
<td>Sum of all that apply&lt;br&gt;Center offers Category 1 beverages=5 points&lt;br&gt;Center offers Category 2 beverages=-2 points&lt;br&gt;Center offers Category 3 beverages=-3 points&lt;br&gt;*see Beverage List</td>
<td></td>
</tr>
<tr>
<td>Whole grains</td>
<td>Menu</td>
<td>5</td>
<td>Frequency over 7 days&lt;br&gt;100%=5 points&lt;br&gt;90%=4 points&lt;br&gt;80%=3 points&lt;br&gt;70%=2 points&lt;br&gt;60%=1 points&lt;br&gt;50%&lt;0 points</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
## Nutrition and Wellness Promotion: 25 points

<table>
<thead>
<tr>
<th>Factor</th>
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<th>Points Possible</th>
<th>Formula</th>
<th>Score</th>
</tr>
</thead>
</table>
| Vending machine sales   | Management                   | 4               | 2 points for beverage sales limited to water, juices, and milk and/or dairy alternatives  
2 points for only low-fat snacks available  
1 Extra Credit point for fresh fruit and/or vegetable options  
Full credit given to centers with no vending machines |
| Student store/canteen sales | Student Government Association | 4               | 2 points for beverage sales limited to water, juices, and milk and/or dairy alternatives  
2 points for only low-fat snacks available  
1 Extra Credit point for fresh fruit and/or vegetable options  
Full credit given to centers with no store/canteen |
| Promotion materials/activities | Food service manager or health and wellness manager | 5               | 1 point for healthy eating messages in the cafeteria  
1 point for healthy eating messages in recreation areas  
1 point for healthy eating messages in the health and wellness center and/or clinic  
1 point for healthy eating messages in the residence halls. Non-residential centers receive 1 point  
1 point for messages that promote both healthy eating and fitness  
1 Extra Credit point for messages that promote relaxation |
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Score</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-site meals</td>
<td>Food service manager/analysis of one week of typical available offerings</td>
<td>2</td>
<td>2 points for meals that meet the same standards as cafeteria meals.</td>
</tr>
<tr>
<td>Nighttime snacks</td>
<td>Food service manager/analysis of one week of typical available offerings</td>
<td>2</td>
<td>2 points for snacks that meet the same standards as cafeteria meals.</td>
</tr>
<tr>
<td>A la carte</td>
<td>Food service manager/analysis of one week of typical available offerings</td>
<td>2</td>
<td>2 points for à la carte items that meet the same standards as cafeteria meals.</td>
</tr>
<tr>
<td>Staff lounge/areas</td>
<td>Management</td>
<td>3</td>
<td>3 points for vending machines stocked with only healthy beverages/snacks/fruits and vegetables. 2 points for vending machines stocked with at least 50% low-fat snacks, and low-sugar beverages. Full credit for centers with no vending machines in staff lounges.</td>
</tr>
<tr>
<td>Staff participation in cafeteria</td>
<td>Food service manager</td>
<td>3</td>
<td>3 points for regular staff monitoring and eating with students.</td>
</tr>
</tbody>
</table>
### Nutrition Education: 25 points

<table>
<thead>
<tr>
<th>Factor</th>
<th>Data Source</th>
<th>Possible Points</th>
<th>Formula</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal education</td>
<td>Academic manager</td>
<td>8</td>
<td>2 points given for each program available</td>
<td></td>
</tr>
<tr>
<td>Experiential opportunities</td>
<td>Social development manager</td>
<td>12</td>
<td>3 points given for each program available</td>
<td></td>
</tr>
<tr>
<td>Education integration</td>
<td>Academic manager</td>
<td>2</td>
<td>1 point given for each program integrated into academic or career technical training</td>
<td></td>
</tr>
<tr>
<td>Frequency</td>
<td>Academic manager</td>
<td>3</td>
<td>1 point given for each program made available at least monthly</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
### Physical Fitness: 25 points

<table>
<thead>
<tr>
<th>Factor</th>
<th>Data Source</th>
<th>Possible Points</th>
<th>Formula</th>
<th>Score</th>
</tr>
</thead>
</table>
| **Promotion**       | Recreation manager           | 4               | 1 point for physical fitness messages in the cafeteria  
|                     |                              |                 | 1 point for physical fitness messages in recreation areas  
|                     |                              |                 | 1 point for physical fitness messages in the health and wellness center and clinic  
|                     |                              |                 | 1 point for physical fitness messages in the residence halls. Non-residential centers receive 1 point |       |
| **Fitness center**  | Recreation manager           | 12              | 2 points for a stretching area with mats  
|                     |                              |                 | 2 points for cardio machines and free weights  
|                     |                              |                 | 2 points for special hours for male/female use  
|                     |                              |                 | 2 points for water made available  
|                     |                              |                 | 2 points for regular staff use  
|                     |                              |                 | 1 point for proper use/sanitation monitor  
|                     |                              |                 | 1 Extra Credit point for electronic weight scale and (must provide water: weight and fat: weight ratio)  
|                     |                              |                 | 1 Extra Credit point for BMI chart and education information posted next to a weight scale. |       |
| **Group exercise classes** | Recreation manager | 2               | 1 point for cardio/muscle group exercise class held at least 2 times per week.  
|                     |                              |                 | 1 point for mind/body group exercise class held at least 1 time per week. |       |
| **Sports**          | Recreation manager           | 3               | 1 point for organized sports held at least 2 times per month  
|                     |                              |                 | 1 point for excursion exercise events (hiking, snow sports, walking tours, swimming, etc.) held at least once per month.  
|                     |                              |                 | 1 point for each fitness-related student club |       |
| **Resources**       | Recreation manager/health and wellness manager | 4               | 1 point for exercise DVDs  
|                     |                              |                 | 1 point for fitness or health-related magazines  
|                     |                              |                 | 1 point for weight management programs  
|                     |                              |                 | 1 point for peer health educator/mentor programs |       |

**TOTAL**
Additional Requirements

In a brief paragraph, please describe how your center has addressed each of the following requirements:

- Establish a program for nutrition education that includes the teaching of healthy eating habits through such methods as hands-on healthy cooking, involving youth in growing nutritious vegetables, or in-class lessons.

- Provide students with diverse opportunities to participate in physical exercise classes, field trips, and recreational activities that promote physical fitness and its relationship to food intake.

- Regularly contribute to the Food & Nutrition Web site by submitting at least two healthy recipes and two promising practices per assessment cycle.

- Involve students in the planning and implementation of nutrition education, promotion and food service.

- Make the culinary arts program (if offered in career technical training) a partner in food and nutrition services.
Grading Scale

Percentage Grade
90-100 A
80-89 B
70-79 C
60-69 D
<60 F

Glossary

Low-fat: <30% total fat per serving

A la Carte: food sold separate from the cafeteria menu, i.e. fast food partner items, other competing foods

Mind/body group exercise: relaxation exercises, i.e. yoga, Pilates

Peer health educator/mentor program: a program that prepares students to serve as peer mentors in a residence hall or other cohort in a health and wellness capacity

Resources

Nutrient calculators

-USDA Nutrient Laboratory
http://www.nal.usda.gov/fnic/foodcomp/search/

-NutritionData.com
http://www.nutritiondata.com/

Nutrient Standard Menu Planning- USDA Approved Software Programs

See: