**Sample Race and Ethnicity Data Collection Form**

**Dear Parent/Guardian,**

[Name of Sponsor] provides meals to children in the summer months, through the federal Summer Food Service Program. Participation in this federal Program requires us to ask that a parent and/or guardian of children attending the meal site, self-report information on the race and ethnicity of the participants we serve.

Why is this important?

* Equal Opportunity
	+ It helps determine if the meal program is reaching those that are eligible and can potentially tell us where more outreach is needed the community.
	+ It allows for insight into what may be preventing potential participants from accessing the Program.
	+ It helps to ensure that this program is fairly and equitably serving the needs of all persons in accordance with antidiscrimination laws, regulations and policies.
* Understanding Change
	+ Research, advocacy groups, and policy makers are interested in knowing if people of different ethnicities and races have the same opportunities.
	+ It also helps to find out if specific Programs are working as intended.

**Privacy!** Reporting race and ethnicity data is totally voluntary. If you are willing to report the information requested, please complete the questions on the back side of this page and hand it back to the food service staff at meal site where it was given to you. Do *not* provide any personal information, such as a name or phone number.

If you choose not to report the information, simply do not return the form. This is no way will change the ability to participate in the meal program. You will not be asked again this summer to report the data or turn in the form.

Thank you!

[Name of Sponsor]

**Race and Ethnicity Data Collection Form**

**Complete for all participants in getting a meal today.**

**Instructions:** Complete Part A and Part B. ***Participant names and parent/guardian signature is not required.***

**Part A. Is the child participating in summer meals Hispanic/Latino? (**A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”)

|  |  |  |
| --- | --- | --- |
|  | No, not Hispanic/Latino | Yes, Hispanic/Latino |
| Child 1 |[ ] [ ]
| Child 2 |[ ] [ ]
| Child 3 |[ ] [ ]
| Child 4 |[ ] [ ]
| Child 5 |[ ] [ ]

This next question is about race, not ethnicity. No matter which answer was selected above, continue to respond to the question in Part B.

**Part B. Choose one or more races for the child participating in summer meals.**

**American Indian or Alaskan Native**. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black race groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**White**. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | American Indian or Alaskan Native | Asian | Black or African American  | Native Hawaiian or Other Pacific Islander | White |
| Child 1 |[ ] [ ] [ ] [ ] [ ]
| Child 2 |[ ] [ ] [ ] [ ] [ ]
| Child 3 |[ ] [ ] [ ] [ ] [ ]
| Child 4 |[ ] [ ] [ ] [ ] [ ]
| Child 5 |[ ] [ ] [ ] [ ] [ ]