

## TAKE ACTION

### INSTRUCTIONS FOR RECEIPT COLLECTION

Please save and annotate all food and beverage (F&B) purchases daily for your household (HH). Please record ALL F&B purchases made by any household member aged 12 and over. Include F&B purchases from grocery stores, convenience stores, restaurants, carry-out, cafeterias, coffee shops, bars, vending machines, and mail order.

Please record foods and beverages DAILY. At the end of each week, mail your collected receipts and annotated receipt sheets to the research staff using the pre-addressed, postage-paid envelopes provided to you.

**REMEMBER: Only record F&B that you or a HH member purchase. Do not include or record F&B items purchased for you by a non-HH member.**

#### GROCERY STORE RECEIPTS

1. Complete a **Receipt Sheet for EACH grocery store receipt** immediately after each shopping trip.
2. Cross out the non-food items and any credit card account information.
3. On the receipt, circle the date or write in the date if missing. Record the date on the Receipt Sheet.
4. Write in the name of the grocery store. Treat super stores such as Super Target, Super Walmart, Sam's Club and Costco as grocery stores.
5. Check food source box labeled "Store."
6. Write down the name of the HH member who purchased the item(s).
7. Write down ONLY the items that fall within the following food and beverage categories (see next page). You do not need to record F&B items that are not in the targeted categories listed on the next page.
8. Number the food items to correspond with the Receipt Sheet.
9. Write in the food/beverage type and brand name, size/amount, and number of items (e.g. packages).
10. Check the food package (if available) for the size. If not available, estimate the size as best as you can (use size descriptors as appropriate).
11. For ENTRÉES, please write down if the item label says "low calories," "reduced calories," "low fat," or "reduced fat."
12. Record the price you paid - if you used a coupon or if there was an in-store price promotion, record the price you paid after the reduction.
13. Record the food/beverage price if the receipt does not have the individual item price.
14. If multiples of the same item are purchased, record the price for ONE item; e.g. 4 kiwis @ \$0.33, price is recorded as \$0.33.
15. Black out any personal NONFOOD items if you wish; such as health or hygiene product purchases.
16. Photocopy if you want to keep original receipt.
17. Place the receipt in the study receipt envelope for the appropriate week of data collection. Put a check (✓) in the box for " Receipt Saved in envelope."

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### GROCERY STORE FOOD AND BEVERAGE CATEGORIES

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#### **BEVERAGES**

##### **Carbonated Soft Drinks**

Indicate if diet or regular type

##### **Fruit/Vegetable Juice (100% juice)**

**Fruit/Sports Drinks (less than 100% juice, Gatorade, Fruitopia, Kool-Aid, sweetened bottled teas)**

**Water (e.g. Carbonated water, bottled water, tonic water, and club soda)**

#### **FRUITS**

Indicate on description if:

*Fresh*

*Frozen*

*Canned*

*Dried (e.g. raisins; prunes; dried fruit mix)*

#### **VEGETABLES (includes fried potato products such as tater tots, french fries)**

Indicate on description if:

*Fresh*

*Frozen*

*Canned*

*Dried (e.g. sun-dried tomatoes, instant mashed potatoes)*

#### **SNACK FOODS:**

**Potato/Corn Chips**

**Pretzels/Popcorn**

**Crackers**

**Nuts (e.g. peanuts, almonds, mixed nuts)**

#### **SWEETS/DESSERTS/PASTRIES:**

**Bars (e.g. granola, energy bars, brownies)**

**Candy (e.g. chocolate (including chocolate chips, candy bars, hard candy)**

**Cookies**

**Pastry (e.g. doughnuts, muffins, cakes, pies, poptarts, sweet rolls)**

**Frozen Desserts (e.g. ice cream, frozen yogurt, frozen cookie dough)**

#### **ENTRÉE FOODS: Prepared**

For ENTRÉES, please write down if the item label says "low calories," "reduced calories," "low fat," or "reduced fat."

**Frozen (e.g. microwave/frozen meals, frozen pizza, breakfast sandwiches, hot pockets, breakfast burritos)**

**Dry/Canned (e.g. boxed macaroni & cheese, boxed "helper" meals, canned pastas, chili, stew)**

**Refrigerated (e.g. ready-to-eat meals, ready-made sandwiches, pastas)**

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### NON-GROCERY/STORE FOOD & BEVERAGE PURCHASES

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1. Complete a new page in the **Receipt Sheet** for each purchase (with or without receipt). Check (✓) the box for " Receipt Saved in envelope." or " No Receipt."
2. Write down the HH member name who purchased the item(s).
3. Collect information on **any and all food and/or beverage purchases made** (*i.e., there are no specific food categories to include/exclude as there are when completing the Receipt Sheet*). Please include purchases of alcoholic beverages.
4. If the food was purchased by someone in your HH other than yourself, please ask the person who bought the items to describe the food/beverages purchased in detail.
5. Fill out the date of food purchase, store/restaurant/location, and food source.
6. Note the food source definitions below:

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### FOOD SOURCES

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STORE- supermarket, grocery store, warehouse, convenience store, drug store, gas station, bakery, deli, seafood shop, ethnic food store, health food store, commissary, produce stand, online grocery(Simon Delivers), and farmers' market.

CARRYOUT-Any restaurants where you order, pick up, and pay for food at a counter; also pizza or other restaurant delivery.

RESTAURANTS-Any restaurants where wait staff serves food at the table and you ate the food there.

CAFETERIA- School, worksite and other cafeterias; includes prepaid meal plans.

VENDING MACHINES

MAIL ORDER- Food received from a mail order catalog or club (e.g. Fruit of the Month club).

BARS and TAVERNS- Locations classified as bars/taverns rather than a restaurant, carryout restaurant, or cafeteria.

OTHER- Food sources that do not fall into the previous categories like sports events, movie theater, state fairs, food carts, fundraiser-related.

## TAKE ACTION

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### FOOD DESCRIPTION, SIZE, NUMBER OF ITEMS & PRICE

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7. Number the food items on the receipt.
8. Note the food/beverage type, size/amount, number of items (e.g. packages). Check the food-package for the size. If not available, estimate the size as best as you can (use "Small," Medium," or "Large").
9. For ENTRÉES, please write down if the item label says "low calories," "reduced calories," "low fat," or "reduced fat."
10. Record the price you paid - if you used a coupon or if there was an in-store price promotion, record the price you paid after the reduction.
11. Record the food/beverage price if the receipt does not have the individual item price.
12. Black out any personal NONFOOD items if you wish; such as health or hygiene product purchases.
13. Photocopy if you want to keep original receipt.
14. Place the receipt in the study receipt envelope for the appropriate week of data collection.
15. Mail receipts and Receipt Sheets to research staff WEEKLY in provided pre-stamped envelopes.

### RESTAURANT/EATING OUT RECEIPT GUIDELINES

- Only record your own HH purchases.
- If you are sharing items with non-HH people, divide the total cost by the number of people.
- If certain side dishes come with a food item, please list them separately in the food description and record their sizes (e.g. refried beans in burrito combo plate).
- For restaurant purchases, estimate the portion as best as you can.
- Choose "Carryout" for restaurant food when you bought and took the food home.
- DO NOT record tax or tips on the Receipt Sheet.

**If you have any questions, please call the TAKE ACTION Home Visit Coordinator at (612)624-0567.**