

FOOD PANTRY

<i>Date</i>	<i>Households</i>	<i>Children</i>	<i>Adults</i>	<i>Seniors</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Totals				

Monthly Report Summary

Month: J F M A M J J A S O N D (Circle one) Year: 20__

Agency # _____ HPNAP # _____

Agency Name _____

Totals for this Month

Households	
Children	
Adults	
Seniors	
Total People	

Contact Information for Statistics

Contact Name _____

Contact Phone _____

Comments and/or Suggestions _____

Please return by the 5th of next month to:
 The Food Bank of the Southern Tier
 388 Upper Oakwood Avenue
 Elmira, NY 14903
 Fax 607.796.6028
programs@foodbankst.org

Instructions for Filling Out Monthly Reports

Please type or print all information clearly.

- ☞ **Submit this form by the 5th of the month following the reporting period.**
- ☞ Please make sure that all lines of the **Monthly Report Summary** are complete.
- ☞ If you have multiple distribution sites, please fill out a **separate sheet for each site** and indicate the location on the Agency Name line.

Monthly Report Worksheet

Households are the number of groups that come in that live together. For example, if one parent and two children are served, write 1 under Household, 2 under Children, and 1 for Adults.

<i>Date</i>	<i>Households</i>	<i>Children</i>	<i>Adults</i>	<i>Seniors</i>
1	1	2	1	0
2				
3				

0-17 yrs
old

18-64 yrs.
old

65 + yrs.
old

Refers to the date, for example, January 3rd.

Food Pantries:

- ☞ Please count each person in the household that receives food, even if only one person came to the pantry.
- ☞ Count each person each time they receive food from your pantry

Soup Kitchens and On-Site Meal Programs:

- ☞ Count each person served at each mealtime. For example, if you serve an individual lunch and dinner on the same day count this as two persons served.
- ☞ If a person returns for 'seconds' at a single meal time please only report one person served.
- ☞ If you are closed for month, you still need to submit a monthly statistical sheet with "0" under total people.

At the end of the month total each column of the worksheet and record the totals on the Monthly Report Summary.

Have questions? Please feel free to contact the Food Bank and we would be happy to help you.