

Agency Food Distribution Report

For Month of _____

Food Bank agencies are **required** to report numbers served each month.

- This report is due from every agency by the 15th of the month no later than noon following the reporting month, even if you had no activity. **You can mail your report, fax your report, or fill your report out online.**

Thank you!

Agency #: _____

Agency Name: _____

***** Please report the number served for your type of agency.*****

ON-SITE FEEDER AGENCIES

↓ Please report total number of meals served.

Total Meals Served # _____	Ethnicity				
	Black	Hispanic	Native American	White	Other
Please also break down the number served by	Gender		Age		
	Male	Female	Under 18	19 - 64	65 and over

PANTRY AGENCIES

↓ Please report total number of families served.

Total number of people Served # _____	Ethnicity				
	Black	Hispanic	Native American	White	Other
Please break down the number served by	Gender		Age		
	Male	Female	Under 18	19 - 64	65 and over

Over – more numbers to report on Page 2 ...

Poundage from Donated Sources

If you receive donated food from sources other than C V Food Bank, please report these numbers:

<i>Donation Source</i>	<i>Total Pounds for</i> _____ <i>2012</i>
Wal-Mart	
Other Grocery Stores (<i>specify</i>):	
Canned food drives, individual/group donations	
Total for Month	

Reporting Numbers Served:

On-Site Feeder Agencies

- Agencies which prepare and/or serve prepared meals at their location are considered **on-site feeders**.
 - On-Site Feeder Agencies need to report the **number of meals served** during the month. (This is *not* the number of individuals served.)
 - This number should be entered in the **left** column of the section for on-site feeder agencies.
 - For example:
 - If you served 20 people 1 meal per day and you served meals 30 days that month, the total number of meals served is **600**. [20 x 1 x 30]
 - If you served 20 people 2 meals per day and you served meals 30 days that month, the total number of meals served is **1,200**. [20 x 2 x 30]
 - If your agency serves snacks instead of a full meal:
 - If the snack is fairly small, count **three (3)** snacks as one (1) meal served. (Therefore, 90 small snacks would count as 30 meals served for the one time served.)
 - If the snack is more substantial, count **two (2)** snacks as one (1) meal served. (Therefore 90 snacks would count as 45 meals served for the one time served.)

Pantry Agencies

Agencies which distribute food from a **pantry** at their location are considered **pantry agencies**.

- Pantry agencies need to report on the **number of households served** during the month.
- This number should be entered in the **left** column of the section for pantry and voucher agencies.

- If you serve one household more than once during the month, count the household for each time you served them.

Multi-Service Agencies

Agencies that are on-site feeder agencies, and pantry and/or voucher agencies need to report both number of meals served and number of household served.

Reporting Ethnicity, Gender, and Age:

In addition to the numbers served, we need a breakdown of the *assessed ethnic origin, gender, and age of your clients*.

- Please break down the total number of clients served by ethnicity, gender, and age. These numbers should be reported in the columns to the right of the total numbers served.
- If unable to determine the exact number breakdown, please estimate the ethnicity, gender, and age of the number served by percentages.

Reporting Poundage from Donated Sources

We want to be sure each of our counties are getting food to meet the needs of their clients. If you do receive donated food, please report these numbers.

If you have any questions, please contact Karen karen@conchovalleyfoodbank.org

