

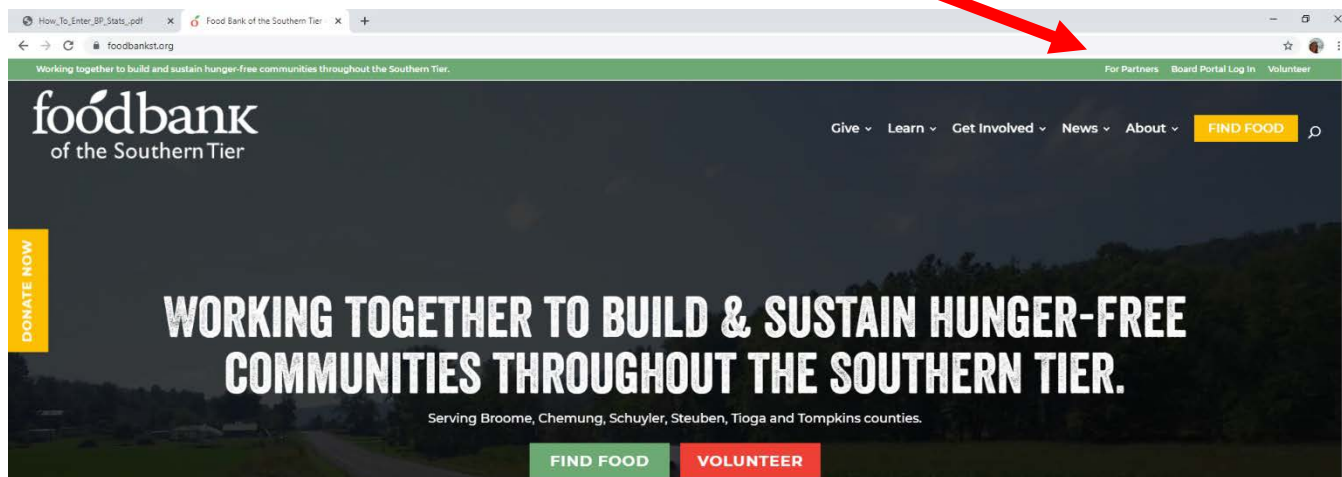
BackPack District Coordinator Monthly Stat Reporting Guide

The Food Bank wants to ensure that this program is working well for the school staff who administer it, and the children we serve. Site Coordinators need to get their monthly report to their District Coordinator by the 3rd of each month for the prior month. The District Coordinator will then compile those statistics into school district numbers and will get them to the Food Bank by the 5th of the month.

The BackPack Program is funded entirely through donations and grants. These reports allow us to track the number of children the program serves. We welcome any and all comments and appreciate your feedback. Stories of how this program has helped children and their families is essential when we report back to our funders and pursue additional support.

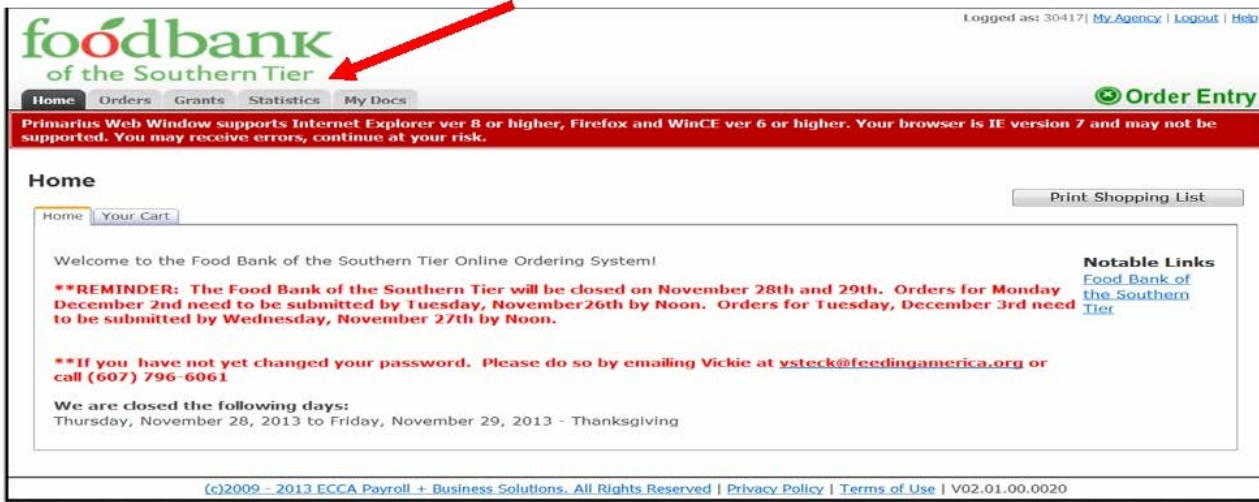
Instructions for Entering BackPack Stats Online Due the 5th of the month

- Step #1- Go to the Food Bank's website: www.foodbankst.org
- Step #2 - Click on "[For Partners](#)" at the top of the page

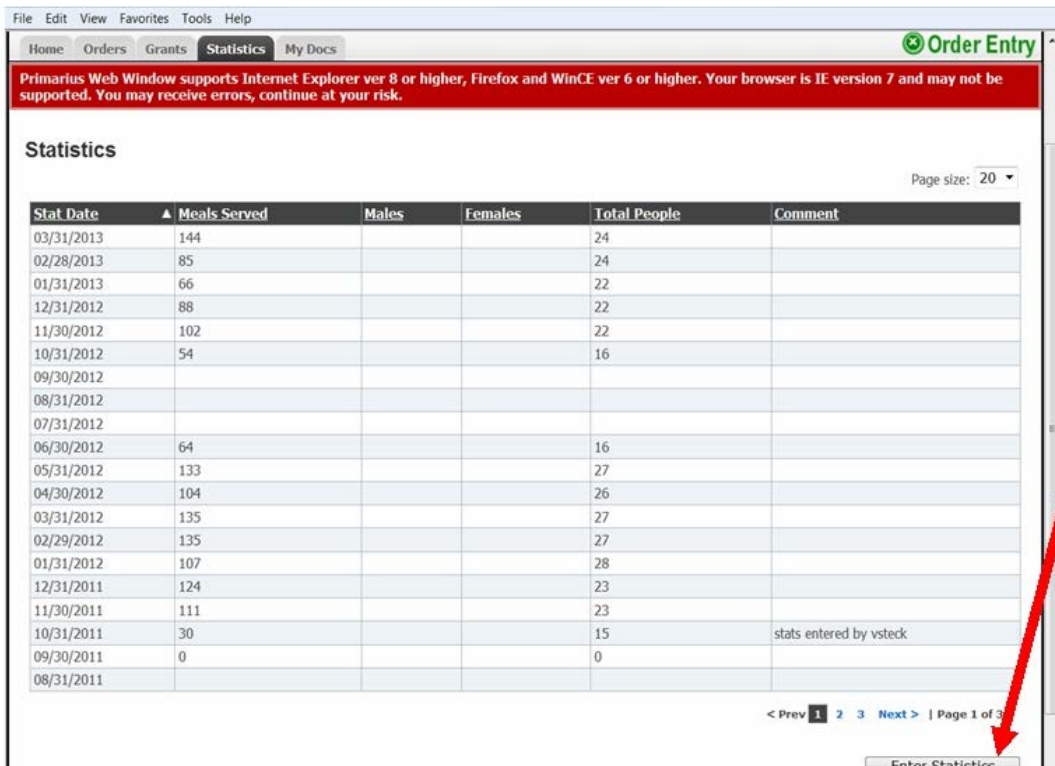


- Step #3 - Click on "[Online Ordering & Stats](#)"
- Step #4 - Click the orange "[Order / Stats](#)" button
- Step #5- Log in by putting your Agency Ref # in the box marked "Agency Ref #", your "Agency Ref #" again in the box marked "Username", the name of your county in the "Password" box. (NOTE: Some schools may have a unique password – please reach out if you do not know your own)

- Step #6 - Once you've logged in, click on the Statistics tab.



- Step #7 – Scroll down to the bottom of the page and click “Enter Statistics”



- Step #8 – Enter your data, including:

Effective Date: Enter the last day of the reporting month (i.e. if you are reporting stats for October, then enter the last day of October).

Meals: SKIP THIS

People: SKIP THIS

Comments: SKIP THIS

How_To_Enter_BP_Stats.pdf x Primarius Web Window x +

onlineorders.foodbankst.org/primariusww/app/statistics_edit.aspx

Logged as: 30579 | My Agency | Logout | Help

foodbank

Home · Allocations · Orders · **Statistics**

Enter Statistics Order Entry

Effective Date:

Meals: People:

Comments:

Category	Quantity	Comment
B1. # Children Enrolled	<input type="text"/>	<input type="text"/>
B2. # Back Packs Distributed	<input type="text"/>	<input type="text"/>
B4. # Damaged and/or Missing Back Packs	<input type="text"/>	<input type="text"/>
B5. Comments/Stories/Questions	<input type="text"/>	<input type="text"/>
B6. # Snacks Distributed	<input type="text"/>	<input type="text"/>
B7. # Households Rec. Produce	<input type="text"/>	<input type="text"/>

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Under Category:

- **B1. # Children Enrolled:** Enter the number of children enrolled in the Backpack program for the reporting month.
- **B2. # Back Packs Distributed:** Enter the TOTAL number of bags handed out for the reporting month
- **B4. # Damaged and/or Missing Backpacks:** Enter the total number of bags that were damaged or missing from your delivered cases.
- **B5. Please feel free to add any comments, stories, notes, etc that you might have. This helps us when we write grants for Backpack or report to Backpack funders!**
- **B6. # Snacks Distributed.** If you receive Snacks from the Food Bank, enter the number of snacks that were handed out during the reporting month.
- **B7. # Households Receiving Produce.** If you receive Produce Boxes from the Food Bank, we will assume the number of produce boxes delivered equals the number of households served. You only need to enter these statistics, if this is not accurate based on your distribution model.

Step #9 - Once you have entered the statistics, click "Submit Statistics".

That's it! You're all done for this month! Please contact the Food Bank with any questions: 607.796.6061 or programs@foodbankst.org