

# 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				
<b>Totals</b>				

## Monthly Report Summary

Month: \_\_\_\_\_ 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 5<sup>th</sup> 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](mailto:programs@foodbankst.org)

## Instructions for Filling Out Monthly Reports

*Please type or print all information clearly.*

- ☞ **Submit this form by the 5<sup>th</sup>** 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>
<b>1</b>	1	2	1	0
<b>2</b>				
<b>3</b>				

0-17 yrs  
old

18-64 yrs.  
old

65 + yrs.  
old

Refers to the date, for example, January 3<sup>rd</sup>.

#### **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.*