

PANTRY

Monthly Report



Period covered by this report Month Year

Agency Name
 Report Prepared by
 Phone

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Reports are due on the 10th of the month.

Individuals served

Please report all individuals who received emergency food boxes from your agency during the reporting month.

Definitions

1st time served (new): A client who has not received food assistance since July 1st.

Previously served: A client who has received food assistance since July 1st. If a client gets more than one food box within the month, count the client for each food box received.

Children: Individuals under 18 years old **Adults:** Individuals 18 years and older

	1st time served	Previously served	
# adult points of service this month	<input type="text"/>	<input type="text"/>	
# child points of service this month	<input type="text"/>	<input type="text"/>	TOTAL
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>

For all 1st time clients, fill out the information below. Each column should equal the total 1st time food box recipients.

Ethnicity

Hispanic origin
 Non-Hispanic origin
 Unknown/Decline to answer
 TOTAL

Race

White/Caucasian
 Black/African American
 American Indian/Alaskan Native
 Asian
 Native Hawaiian/Pacific Islander
 Multiracial
 Unknown/Decline to answer
 TOTAL

Households/Food boxes

Please report the number of food boxes you gave out to 1st time and returning households.

new households/1st time food boxes
 # previously served households/subsequent food boxes
 TOTAL

Other food assistance

Please provide a count of individuals who received food a method other than an Emergency Food Box. An individual and household may be counted more than once here.

of individuals benefitting from Rural Delivery (where applicable) Individuals Households
 # of individuals benefitting from other method of food distribution
 (i.e. weekly pick-up table, "To-go" or overnight bags...)

Food Supply

	yes	no
Where you able to provide a 3-5 day supply of food (12-20#/person) in each food box?		
Did you turn anyone away for lack of food to give?		
Did you turn anyone away for any other reason?		
If yes, why?		

Volunteers

Please include the total number of volunteers that worked for your pantry this month, and the hours they worked.

Number of volunteers Number of volunteer hours

Donations

Please report all donations you received from the following donors in **pounds (lbs.)**. Do not include food received from FOOD for Lane County.

Albertsons	<input type="text"/>	#	Costco	<input type="text"/>	#	Food 4 Less	<input type="text"/>	#	Cash & Carry	<input type="text"/>	#
Fred Meyer	<input type="text"/>	#	Starbucks	<input type="text"/>	#	Oroweat	<input type="text"/>	#	Ray's	<input type="text"/>	#
Safeway	<input type="text"/>	#	Trader Joes	<input type="text"/>	#	Walmart	<input type="text"/>	#	Winco	<input type="text"/>	#
Other	<input type="text"/>										#
Other	<input type="text"/>										#
Other	<input type="text"/>										#

Other Statewide Donors include: Alpenrose, Franz Bread, Frito Lay, Attune, Harry & David, Kettle Foods, K-Mart, Lochmead Dairy

Other Food Resources

Please report all donations you received from the following donors in **pounds (lbs.)**. Do not include food received from FOOD for Lane County.

Local Food Industry/Stores	<input type="text"/>	#	Local Food Drives	<input type="text"/>	#
Individuals/Groups	<input type="text"/>	#	Food Purchase (not thru FFLC)	<input type="text"/>	#
Locally Grown Produce (i.e. home grown, Plant-a-Row)	<input type="text"/>	#	Cost of Food Purchase (not thru FFLC)	<input type="text"/>	\$

If applicable, please list the farms that donate directly to your pantry along with the quantity.

Farm # Farm #

Waste

	yes	no
Did you discard any food this month?	<input type="text"/>	<input type="text"/>
If yes, how many pounds did you discard?	<input type="text"/>	# <input type="text"/>
What type of food did you discard?	<input type="text"/>	
What was the reason it was discarded?	<input type="text"/>	