

Supplemental Program (P2) Reporting Instructions

New Reporting Forms for
Fiscal Year 14-15


What's new...

- We have simplified the forms and gotten rid of all of the information that does not apply to you!
- The instructions and layout are updated with the goal of making it more user friendly for you.

Filling out your Monthly Report

SUPPLEMENTAL FOOD (P2) PROGRAMS

Monthly Report



Period covered by this report Month Year

Agency Name

Report Prepared by

Phone

Return reports to: Alicia Hines
 phone: 541-343-2822 x 310
 email: ahines@foodforlanecounty.org
 fax: 541-343-5019
 mail: 770 Bailey Hill Rd.
 Eugene, OR 97402

Reports are due on the 10th of the month.

Unduplicated count for 1st time recipients

If you are able to keep track of who are new clients since July 1st, please enter that information below. This starts over each fiscal year.

# new adults (18 years and older) served this month	#	1st time served
# new children (under 18) served this month	#	<input type="text"/>
TOTAL	#	<input type="text"/>

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

Ethnicity	Hispanic origin <input type="text"/> Non-Hispanic origin <input type="text"/> Unknown/Decline to answer <input type="text"/> TOTAL <input type="text"/>	Race	White/Caucasian <input type="text"/> Black/African American <input type="text"/> American Indian/Alaskan Native <input type="text"/> Asian <input type="text"/> Native Hawaiian/Pacific Islander <input type="text"/> Multiracial <input type="text"/> Unknown/Decline to answer <input type="text"/> TOTAL <input type="text"/>
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Volunteers

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

Number of volunteers this period Number of volunteer hours

Backpack Programs

For Backpack Programs only, please include the number of children that received food and the total number of snack packs distributed.

Number of children Number of parcels distributed

Other Food Resources

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

Store/Food Industry Donor <input type="text"/>	#	Local Food Drives <input type="text"/>	#
Store/Food Industry Donor <input type="text"/>	#	Individuals/Groups <input type="text"/>	#
Store/Food Industry Donor <input type="text"/>	#	Locally Grown Produce <input type="text"/>	#
		(i.e. home grown, Plant-a-Row)	

Waste

Please include all food that you received from FFLC that was not usable. Do not include leftovers from food prepared by your agency.

Did you discard any food this month? yes no

If yes, how many pounds did you discard? #


What type of food did you discard?

What was the reason it was discarded?

Your Agency's Information

Please fill in this portion *completely* – including your name and contact phone number.

SUPPLEMENTAL FOOD (P2) PROGRAMS Monthly Report



FOOD
For Lane County

Period covered by this report Month Year

Agency Name

Report Prepared by

Phone

Reports are due on the 10th of the month.

Return reports to: Alicia Hines
phone: 541-343-2822 x 310
email: ahines@foodforlanecounty.org
fax: 541-343-5019
mail: 770 Bailey Hill Rd.
Eugene, OR 97402

Your Agency's Information

Reports are **due** to Alicia Hines on the **10th of each month**. Reports can be mailed, emailed, faxed, or dropped off in person.

SUPPLEMENTAL FOOD (P2) PROGRAMS Monthly Report



Period covered by this report Month Year

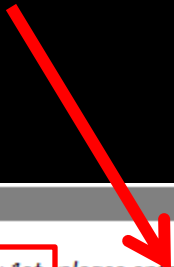
Agency Name
Report Prepared by
Phone

Reports are due on the 10th of the month.

Return reports to: Alicia Hines
phone: 541-343-2822 x 310
email: ahines@foodforlanecounty.org
fax: 541-343-5019
mail: 770 Bailey Hill Rd.
Eugene, OR 97402

Service Statistics

Please count the *1st time* each adult and child has received food *since July 1st* here. You no longer need to list the number of previously served adults and children.



Unduplicated count for 1st time recipients

If you are able to keep track of who are new clients since July 1st, please enter that information below. This starts over each fiscal year.

1st time served

# new adults (18 years and older) served this month	<input type="text"/>
# new children (under 18) served this month	<input type="text"/>
TOTAL	<input type="text"/>

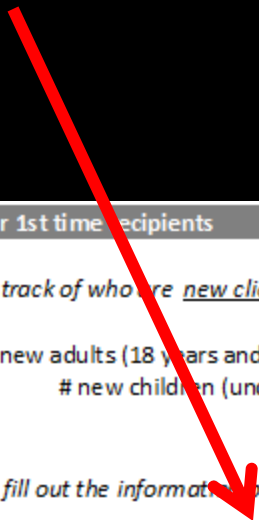
For all 1st time clients, fill out the information below. Each column should equal the total 1st time food recipients.

Ethnicity	Hispanic origin	<input type="text"/>
	Non-Hispanic origin	<input type="text"/>
	Unknown/Decline to answer	<input type="text"/>
	TOTAL	<input type="text"/>

Race	White/Caucasian	<input type="text"/>
	Black/African American	<input type="text"/>
	American Indian/Alaskan Native	<input type="text"/>
	Asian	<input type="text"/>
	Native Hawaiian/Pacific Islander	<input type="text"/>
	Multiracial	<input type="text"/>
	Unknown/Decline to answer	<input type="text"/>
TOTAL	<input type="text"/>	

Service Statistics

For *first time clients only*, please include the race and ethnicity. *Ethnicity* refers to an individual's *cultural identity*. *Race* refers to their *physical attributes*.



Unduplicated count for 1st time recipients

If you are able to keep track of who are new clients since July 1st, please enter that information below. This starts over each fiscal year.

	1st time served
# new adults (18 years and older) served this month	<input type="text"/>
# new children (under 18) served this month	<input type="text"/>
TOTAL	<input type="text"/>

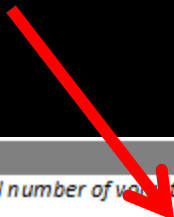
*For all **1st time clients**, fill out the information below. Each column should equal the total 1st time food recipients.*

Ethnicity	Hispanic origin	<input type="text"/>
	Non-Hispanic origin	<input type="text"/>
	Unknown/Decline to answer	<input type="text"/>
	TOTAL	<input type="text"/>

Race	White/Caucasian	<input type="text"/>
	Black/African American	<input type="text"/>
	American Indian/Alaskan Native	<input type="text"/>
	Asian	<input type="text"/>
	Native Hawaiian/Pacific Islander	<input type="text"/>
	Multiracial	<input type="text"/>
	Unknown/Decline to answer	<input type="text"/>
TOTAL	<input type="text"/>	

Volunteer Information

Please include the total number of volunteers you had and the total number of hours they worked.



Volunteers	
<i>Please include the total number of volunteers that worked for your pantry this month, and the hours they worked.</i>	
Number of volunteers	<input type="text"/>
Number of volunteer hours	<input type="text"/>

Backpack Programs

Please include the number of children enrolled in your program here.

Please include the total number of parcels distributed throughout the reporting month here.

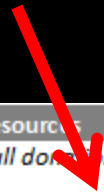
Backpack Programs
For Backpack Programs only, please include the number of children that received food and the total number of snack packs distributed.

Number of children Number of parcels distributed

If your Supplemental Food Program is not a Backpack Program, skip this section.

Other Food Resources


If your program directly receives food donations, please list that information below. For stores and food industry donors, please list the name of the donor and the total pounds received.



Other Food Resources	
<i>Please report all donations you received from the following donors in pounds (lbs.). <u>Do not include food received from FFLC.</u></i>	
Store/Food Industry Donor _____	<input type="text"/> #
Store/Food Industry Donor _____	<input type="text"/> #
Store/Food Industry Donor _____	<input type="text"/> #
Local Food Drives	<input type="text"/> #
Individuals/Groups	<input type="text"/> #
Locally Grown Produce (i.e. home grown, Plant-a-Row)	<input type="text"/> #

Waste

Please include all food *that you received from FOOD for Lane County* that you had to discard because it was unfit for human consumption, or because you were not able to distribute it. Also list the reason it was discarded.



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"/>	
What type of food did you discard?	<input type="text"/>	
What was the reason it was discarded?	<input type="text"/>	

Questions?

If you have any questions, please contact
Alicia Hines

- ahines@foodforlanecounty.org
- 541-343-2822 ext 310