

EXTRA HELPING Monthly Report



Period covered by this report Month Year

Agency Name
 Report Prepared by
 Phone/email

Return to Partner Agency Services
 phone: 541-343-2822
 email: reports@foodforlanecounty.org
 fax: 541-343-5019
 mail: 770 Bailey Hill Rd.
 Eugene, OR 97402 v. 2018

Reports are due by the 10th of the month.

Individuals and households served

Please report all residents who received food from your Extra Helping program.

- Definitions**
- 1st time served (new):** A client who has not received food assistance since July 1st.
 - Previously served:** A client who has received a food assistance since July 1st. If a client gets food more than once a month, count the client each time they received food.
 - Children:** Individuals under 18 years old **Adults:** Individuals 18 years and older
 - Household:** Related or unrelated individuals living together and preparing meals together.

	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"/>
# household points of service this month	<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	Race
Hispanic origin <input type="text"/>	White/Caucasian <input type="text"/>
Non-Hispanic origin <input type="text"/>	Black/African American <input type="text"/>
Unknown/Decline to answer <input type="text"/>	American Indian/Alaskan Native <input type="text"/>
TOTAL <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"/>

These three cell numbers should match

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

Waste

Did you discard any food this month?		yes	no							
If yes, how many pounds did you discard?		#		Canned	Other Dry Goods	Produce	Frozen	Dairy	Bread	Repack (dry, frozen)

Suggested reasons: Expired/Outdated, Spoiled/Rotten, Rusted/Dented, Damaged Package/Label, Surplus, Recalled