

MEAL SITE & SHELTER Monthly Report



Period covered by this report Month

Year

Agency Name
 Report Prepared by
 Phone/email

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Reports are due by the 10th of the month.

Meals served

Please report all individuals who receive meals from your agency. If possible, please break down the meals into the following categories.

Breakfasts
 Lunches
 Dinners
 Snacks
 TOTAL number of meals served

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

adults (18 years and older) served this month
 # children (under 18) served this month
 TOTAL

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 style="border: 1px dashed red;" 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 style="border: 1px dashed red;" type="text"/>
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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

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.

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 <input type="text"/> # (home grown, farm, etc.)
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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? #

Canned	Other Dry Goods	Produce	Frozen	Dairy	Bread	Repack (dry, frozen)

Suggested reasons: Expired/Outdated, Spoiled/Rotten, Rusted/Dented, Damaged Package/Label, Surplus, Recalled