



Meal Site & Shelter Reporting Instructions

Reporting Forms for
Fiscal Year 18-19

What's new in the 2018 version


- Categorized food waste fields

General reporting guidelines

- Don't hesitate to contact your FFLC Partner Agency Services Coordinator with questions
- Each agency receives a reminder on the 5th of the month that their report is due on the 10th
- Agencies with consistently late reports or multiple overdue reports may have their access to FFLC food withheld until the reports are submitted
 - Refer to the FFLC Late Reporting Guidelines for more information

Filling out your monthly report

MEAL SITE & SHELTER 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@foodforlane.org
 fax: 541-343-5019
 mail: 770 Bailey Hill Rd.
 Eugene, OR 97402 v.2018

Reports are due on 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	<input type="text"/>
Lunches	<input type="text"/>
Dinners	<input type="text"/>
Snacks	<input type="text"/>
TOTAL number of meals served	<input type="text"/>

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	<input type="text"/>
# children (under 18) served this month	<input type="text"/>
TOTAL	<input style="border: 2px dashed red;" 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 style="border: 2px 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: 2px 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"/>	#	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"/>	#

(home grown, farm, etc.)

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

Choosing the correct report

The correct report for fiscal year 2018-19 can be easily identified by the “v. 2018” text in the box at top of the page. If you do not have the current version, visit the Partner Agency Zone or contact FOOD for Lane County.

You may be asked to resubmit a report that is turned in on an old form.



**MEAL SITE & SHELTER
Monthly Report**

Period covered by this report Month Year

Agency Name
Report Prepared by
Phone/email


FOOD
For Lane County


Reports are due on the 10th of the month.

Return to Partner Agency Services
phone: 541-343-2022
email: reports@foodforlane.org
fax: 541-343-5019
mail: 770 Bailey Hill Rd.
Eugene, OR 97402 v.2018

Choosing the correct month


The “Month” field refers to the calendar month you are reporting on, not necessarily the month you are submitting the report. Reports are due by the 10th of the following month. A report detailing your food service in January, for example, would be due February 10th.




MEAL SITE & SHELTER Monthly Report		
Period covered by this report	Month <input type="text"/>	Year <input type="text"/>
Agency Name	<input type="text"/>	
Report Prepared by	<input type="text"/>	
Phone/email	<input type="text"/>	
	<p><i>Reports are due on the 10th of the month.</i></p>	
<p>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</p>		

Your Agency's Information

Please fill in all requested information in these fields to ensure efficient communication if we have questions.



MEAL SITE & SHELTER Monthly Report		
Period covered by this report	Month <input type="text"/>	Year <input type="text"/>
Agency Name	Main St. Tasty Kitchen	
Report Prepared by	Jan Q. Smith	
Phone/email	Jan-q@gmail.com	
Reports are due on the 10th of the month.		
	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

Your Agency's Information

Reports are due to your Partner Agency Services Coordinators by the *10th of each month*. Please create a reminder on your calendar or phone. Reports can be emailed, mailed, faxed, or dropped off in person.

Our preference is that you email your reports to **reports@foodforlanecounty.org**


MEAL SITE & SHELTER 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 on the 10th of the month.



Service Statistics: Meals Served

Please count each meal that you serve throughout the month.



Meals served	
<i>Please report all individuals who receive meals from your agency. If possible, please break down the meals into the following categories.</i>	
Breakfasts	<input type="text"/>
Lunches	<input type="text"/>
Dinners	<input type="text"/>
Snacks	<input type="text"/>
TOTAL number of meals served	<input type="text"/>

This section is for programs that serve meals. If you are a shelter that provides food to residents for them to prepare themselves, leave this section blank and proceed to the next section.

Service Statistics: New Clients

If your agency does a formal intake, track new clients here (i.e., clients who have not received a meal since July 1st). Clients are not counted more than once.

Shelters who do intake should count new residents in this section. This information resets every July 1.

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 style="width: 100%;" type="text"/>
# new children (under 18) served this month	<input style="width: 100%;" type="text"/>
TOTAL	<input style="width: 100%; border: 2px dashed red;" type="text"/>

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

	Ethnicity		Race	
	Hispanic origin	<input style="width: 100%;" type="text"/>	White/Caucasian	<input style="width: 100%;" type="text"/>
	Non-Hispanic origin	<input style="width: 100%;" type="text"/>	Black/African American	<input style="width: 100%;" type="text"/>
	Unknown/Decline to answer	<input style="width: 100%;" type="text"/>	American Indian/Alaskan Native	<input style="width: 100%;" type="text"/>
	TOTAL	<input style="width: 100%; border: 2px dashed red;" type="text"/>	Asian	<input style="width: 100%;" type="text"/>
			Native Hawaiian/Pacific Islander	<input style="width: 100%;" type="text"/>
			Multiracial	<input style="width: 100%;" type="text"/>
			Unknown/Decline to answer	<input style="width: 100%;" type="text"/>
			TOTAL	<input style="width: 100%; border: 2px dashed red;" type="text"/>

 These three cell numbers should match

Service Statistics: Race & Ethnicity

If your agency does formal intake, please include the race and ethnicity for *first time clients only* (i.e., a client's first visit after every July 1). *Ethnicity* refers to an individual's *cultural identity*. *Race* refers to their *physical attributes or ancestry*.

FFLC follows the USDA's definitions of ethnicity and race.


Unduplicated count for 1st time recipients

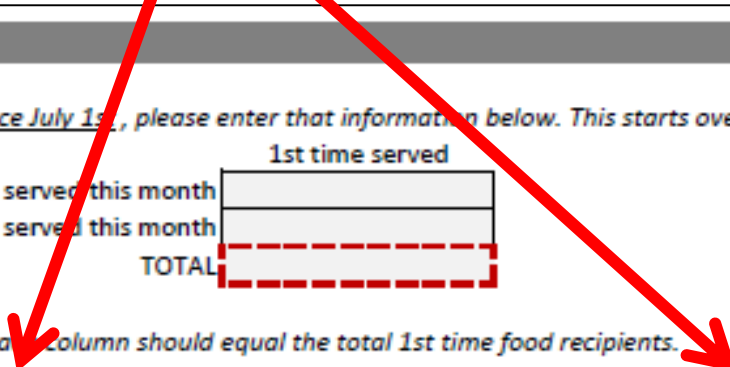
If you are able to keep track of who are new clients since July 1st, please enter that information below. This starts over each fiscal year.

# new adults (18 years and older) served this month	1st time served
# new children (under 18) served this month	
TOTAL	

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

Ethnicity	Hispanic origin		Race	White/Caucasian	
	Non-Hispanic origin			Black/African American	
	Unknown/Decline to answer			American Indian/Alaskan Native	
	TOTAL			Asian	
				Native Hawaiian/Pacific Islander	
				Multiracial	
				Unknown/Decline to answer	
				TOTAL	

 These three cell numbers should match



Service Statistics: Race & Ethnicity

NOTE: The totals in the three red dashed cells must all be equal.

The TOTAL for Ethnicity and TOTAL for Race should equal the TOTAL 1st time served. If there is a discrepancy in the numbers, you should make up the difference in the appropriate “Unknown” cell.

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	25
# new children (under 18) served this month	15
TOTAL	40

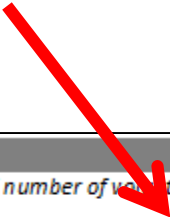
For all 1st time clients, fill out the information below. Each column should equal the total 1st time food recipients.

Ethnicity	Hispanic origin	25	Race	White/Caucasian	7
	Non-Hispanic origin	15		Black/African American	6
	Unknown/Decline to answer	10		American Indian/Alaskan Native	5
	TOTAL	40		Asian	4
				Native Hawaiian/Pacific Islander	3
			Multiracial	2	
			Unknown/Decline to answer	13	
			TOTAL	40	

These three cell numbers should match

Volunteer Information

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



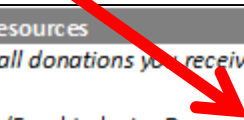
Volunteers	
<i>Please include the total number of volunteers that worked for your pantry this month, and the hours they worked.</i>	
Number of volunteers	<input type="text"/>
Number of volunteer hours	<input type="text"/>

Other Food Resources

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

Do not include food you receive from FFLC.

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.

Add up the total weight of any food discarded that month and record it in the appropriate field.

Seven food categories are provided for you. If you discarded food of this type, provide a brief reason why. Suggested language is listed below the fields.

Waste						
<i>Please include all food that you received from FFLC that was not usable. Do not include leftovers from food prepared by your agency.</i>						
Did you discard any food this month?			X	yes	no	
If yes, how many pounds did you discard?					75	#
Canned	Other Dry Goods	Produce	Frozen	Dairy	Bread	Repack (dry, frozen)
<i>Rusted</i>		<i>Rotten</i>			<i>Moldy</i>	
Suggested reasons: Expired/Outdated, Spoiled/Rotten, Rusted/Dented, Damaged Package/Label, Surplus, Recalled						

Questions?

If you have any questions, please contact your Partner Agency Services Coordinator

- Nathan Keffer
 - nkeffer@foodforlanecounty.org
 - 541-343-2822 Ext 134
- Mallory Davis
 - mdavis@foodforlanecounty.org
 - 541-343-2822 Ext 110