PANTRY
Monthly Report

Period covered by this report   Month [   ]   Year [   ]

Agency Name [   ]
Report Prepared by [   ]
Phone/email [   ]

FOOD For Lane County

Reports are due by 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

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
Unknown: Not specified whether client is adult or child

	1st time served	Previously served	
# adult points of service this month			
# child points of service this month			
# unknown points of service this month			TOTAL
TOTAL			

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	

[- - -] These three cell numbers should match

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 households who received any form of food in addition to an Emergency Food Box. A household may be counted more than once here.

Households

# of households benefitting from other method of food distribution [   ]
(e.g. supplemental food, produce or weekly pick-up table, "To-go" or overnight bags…)

Food Supply

	yes	no
Were 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.).* <u>Do not include food received from FOOD for Lane County.</u>

Albertsons	#	Costco	#	Safeway	#	Cash & Carry	#
Fred Meyer	#	Starbucks	#	Oroweat	#	Ray's	#
Market of Choice	#	Trader Joes	#	Walmart	#	Winco	#

Other	#
Other	#
Other	#

Other Statewide Donors include: Sara Lee, Whole Foods, Dollar Tree, Franz Bread, Frito Lay, Attune, Panera Bread, K-Mart, Lochmead Dairy

Other Food Resources

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

Local Food Industry/Stores	#	Local Food Drives	#
Individuals/Groups	#	Food Purchase (not thru FFLC)	#
Farms or Locally Grown Produce	#	Cost of Food Purchase (not thru FFLC)	$

Waste

	yes	no
Did you discard any food this month?		
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