

INSTRUCTIONS FOR COMPLETING MONTHLY REPORTS

Reports are due by the 10th of each month, reporting numbers for the previous month. The information contained in the report makes it possible for us to identify the needs in our service area and help you meet those needs. This information also enables us to educate legislators and the general public about the issues of hunger and helps us raise the funds we need to operate

Monthly reports must be completed and returned even if nothing was ordered from the Food Bank that month. Programs closed and/or not serving clients during the month must still submit a report for that month.

Programs are placed on product hold if the report is late, and in addition are assessed a late fee of \$25 per month for delinquent reports, starting with the second incident. . Programs on product hold are not allowed to place or pick up orders.

INSTRUCTIONS

1. You **MUST** include your agency ID number and name.
2. Fill out **ONLY** the section for your type of program. An emergency pantry program sends food home to be prepared and eaten there; an on-site program prepares and serves meals and/or snacks at the facility.
3. Be sure your numbers add up correctly!
 - In Section A, (emergency pantry programs) numbers shown in Question 4 should total the same numbers as the answers to Questions 3 and 3d.
 - In Section B, (on-site programs) Question 5 and 6 refer to the number of meals/snacks served during the month at the facility. The answers to Question 5e and 6d must total the same number. Remember, these questions refer to “plates” served – if you serve lunch once a week to twenty people, your total will be 80 meals (4 weeks in a month times 20 people). You will then need to determine how many of those 80 meals were served to children, how many to adults 18 to 55, and how many to those over 55. Question 7 refers the number of *unduplicated* individuals served during the month – each person is counted once for the month, no matter how many times he or she is served. If the eighty meals in the above example are served to the same twenty individuals each week, the answer to Question 7d will be twenty. In Question 8, the zip code will be the zip code of the facility where the meals or snacks are served.
4. **KEEP A COPY OF YOUR REPORT!**

Fighting Hunger, Feeding Hope

FOOD BANK

Community **FOOD BANK** of Eastern Oklahoma



1304 N. Kenosha Ave. | Tulsa, OK 74106 | (918) 585-2800 | www.cfbeo.org