



## NETWORK PARTNER MONTHLY REPORT

Agency Name \_\_\_\_\_ Agency # \_\_\_\_\_

Person Completing Report \_\_\_\_\_ Phone: \_\_\_\_\_

Month/Year of Report \_\_\_\_\_ Date of Reporting \_\_\_\_\_

### REPORTS ARE DUE BY THE 10<sup>TH</sup> OF EVERY MONTH FOR THE PREVIOUS MONTH

PLEASE COMPLETE ALL STATISTICAL INFORMATION IN THE APPROPRIATE SECTION OR SECTIONS DEPENDING ON THE TYPE OF FOOD PROGRAM YOUR AGENCY OPERATES.

**DEFINITIONS AND INSTRUCTIONS ON REVERSE SIDE.**

<p><b>A FOOD PANTRY</b> is an agency that distributes food and grocery products to low-income households to relieve situations of emergency and distress. Pantries distribute on a regularly scheduled basis, and products include donated products, withdrawn products from the Foodbank, as well as any activity of USDA commodities.</p>	<p><b>FOOD PANTRIES</b> # of Distribution Times in Month _____</p> <p><i>THIS REPORT INCLUDES ANY DISTRIBUTION OF USDA COMMODITIES, IF APPLICABLE</i></p> <p>1. Total <b>UNDUPLICATED</b> Households Served _____ (Count <b>each</b> household served only <b>once</b>)</p> <p>2. <b>Unduplicated individuals</b> the above Households include:</p> <p style="margin-left: 20px;">a. Children Served (birth – 17) _____</p> <p style="margin-left: 20px;">b. Adults Served (18 – 54) _____</p> <p style="margin-left: 20px;">c. Seniors Served (55 &amp; older) _____</p> <p>3. <b>TOTAL Unduplicated Individuals</b> (sum of a, b and c) _____</p> <p>4. Total <b>DUPLICATED (cumulative) People</b> Served _____ (<b>Total of ALL individuals</b> served, counting ALL multiple times served)</p> <p>5. Number of clients turned away this month due to lack of food? _____</p>
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<p><b>MEAL SITES</b> such as these provide on-site prepared meals to people in need on a regular basis. Their primary service may not be food distribution, but meals are included as part of services provided. These sites include, but are not limited to, Residential Treatment Centers, Adult or Child Day Care, Homeless Shelters or Shelters for other persons/causes.</p>	<p><b>SHELTERS, SOUP KITCHENS &amp; OTHER MEAL SITES</b></p> <p>1. <b>UNDUPLICATED</b> number of Individuals Served (<u>head count</u> of each different person served)</p> <p style="margin-left: 20px;">a. Children Served (birth – 17) _____</p> <p style="margin-left: 20px;">b. Adults Served (18 – 54) _____</p> <p style="margin-left: 20px;">c. Seniors Served (55 &amp; older) _____</p> <p>2. <b>TOTAL UNDUPLICATED</b> Individuals (sum of a, b, and c above) _____</p> <p>3. Total <b>MEALS</b> Served _____ (<u>plate count</u> of ALL people served at ALL meals)</p> <p>4. Number of clients turned away this month due to lack of food? _____</p>	<p><b>Type of Meals Served</b> (check all that apply)</p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Dinner</p> <p><input type="checkbox"/> Snack</p>
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## MONTHLY REPORT INSTRUCTIONS AND DEFINITIONS

### **General instructions**

Reports are due NO LATER than the 10<sup>th</sup> of EVERY month for the previous month. If your agency has no activity in a certain month, still report—“NO ACTIVITY THIS MONTH.”

Reports can be completed on-line through the CVFB website ([www.cvfb.org](http://www.cvfb.org)), or by mailing or faxing this report to the Foodbank.

Please complete the one section or both sections of the report, appropriate to the TYPE of food program your agency operates.

Keep copies of all Monthly Reports submitted and/or website confirmation statements for your records.

### **Definitions and Line-by-Line Instructions**

Both Sections of the Monthly Report ask for UNDUPLICATED and DUPLICATED statistics: “**Unduplicated**” refers to the counting of EACH Household or Individual ONLY ONCE. This number is important, as it provides us with the exact number of people served by your agency. (Example: if your pantry is opened twice during the month and serves 10 **different** households **each** time it is opened, your pantry serves 20 households that month. If, however, your pantry is opened twice and serves 10 households the first distribution and five of the **same** households the second distribution, your pantry would serve just 15 households that month—because 5 would have been duplicates).

“**Duplicated**” refers to the cumulative number of people, or the total amount of “activity” your food program actually provides. This number is important, as it provides us with the grand total or the extent of your services. (Example: if your pantry serves 20 people each time it is opened, and it is opened three times, we want to know that 60 people were served whether or not some of them or all of them had been served multiple times).

#### PANTRY SECTION

Line 1. Whether open once or multiple times, please indicate the number of **each** (different) household served. If a household is served more than once within the month, count them ONLY ONCE at this point.

Line 2. Line 1 obviously includes family members. This breakdown of 2.a., 2.b., and 2.c. should indicate the number of family members **that make up the unduplicated households above**, again only counted ONCE.

Line 3. This figure gives us the **total unduplicated** people served, and should equal the sum of the breakdown just reported above on lines 2. a, b, and c.

Line 4. This “**grand total**” of your agency’s activity will provide us with a CUMULATIVE TOTAL of people served—whether you serve them **once or multiple times** within the month. If your agency serves anyone more than once, please count as many times as you serve each person for this duplicated number.

#### MEAL SITES SECTION

Line 1. Counting **each** person only **once**, please indicate the breakdown of these individuals on lines a, b, and c.

Line 2. The **sum of the above** counted individuals (lines 1.a., b. and c.) should be totaled here.

Line 3. This number represents the **TOTAL activity** your meal service involves—including serving the same persons multiple times per month (but NOT seconds at meals), giving us the **total number of MEALS your agency served**.