



EXTRA HELPING MONTHLY REPORT INSTRUCTIONS

GENERAL GUIDELINES

- Reports are always due on the 5th of the month (even if it is a weekend!)
- Do not bookmark the report link. A new link is sent each month.
- Report links are emailed on the 20th (or closest business day after). Please do not submit your report until you have completed all your distributions for the month.
- An additional reminder email is sent on the 1st (or closest business day) that reports are due on the 5th.
- Agencies with consistently late reports or multiple overdue reports may have their access to Food for Lane County food withheld until the reports are submitted.
- Refer to the Monthly Reporting Process and Late Reporting Procedure for more info.

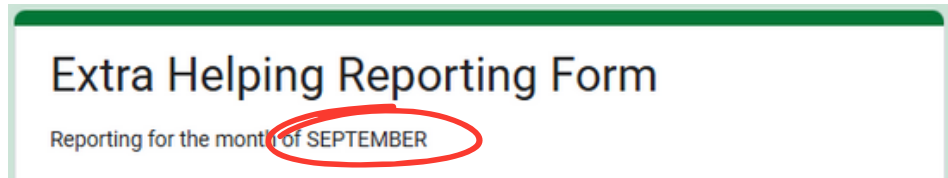
CORRECTING MISTAKES

- If you realize that you have made a mistake after entering reports, you can simply enter another report. Put “[Your Name] Corrected Report” as your name, and your coordinator will delete the duplicate.
- If you need to report for a different month, you must obtain the correct link from your Partner Agency Services Coordinator. Do not enter reports for multiple months in the same form.

Please don't hesitate to contact your Partner Agency Services Coordinator with questions.

ENTERING THE CORRECT MONTH

The “month” refers to which month’s statistics you are reporting on, not necessarily the month you enter the report. Check to ensure you are submitting data from the correct month before moving on

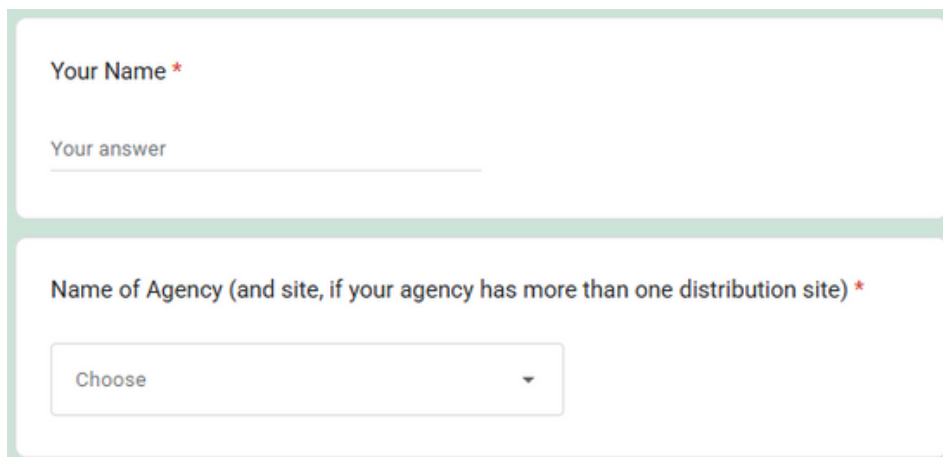


Extra Helping Reporting Form
Reporting for the month of SEPTEMBER

You can find the month for the report listed at the top of the first page.

YOUR AGENCY INFO

Use this section to tell us who you are. Select the site you are reporting for from the drop down list. The list is alphabetical, and arranged by agency if applicable.



Your Name *

Your answer _____

Name of Agency (and site, if your agency has more than one distribution site) *

Choose ▾

SERVICE STATISTICS

Every time someone accesses your program, they are counted as a new individual/household.

Each point of service is equivalent to serving one household.

Each time someone accesses your program, all the individuals in their household need to be counted.

For example, if an adult receives food at your program and says they have 2 kids at home, they would be counted as 1 adult, 2 children, and 1 household every time they are served.

⋮ How many adults received food this month? If none, enter 0. *Short answer text _____
How many children received food this month? If none, enter 0. *Short answer text _____
How many individuals of unknown age receive food this month? If none, enter 0. *Short answer text _____
How many households received food this month? If none, enter 0. Short answer text _____

VOLUNTEER INFORMATION

Please report the number of volunteers and volunteer hours here. Each time someone volunteers, they should be counted. For example, if an individual volunteers twice a month at your distributions, they would be counted as two volunteers.

How many volunteers worked for your program this month? *
Short answer text
Number of volunteer hours this month? *
Short answer text

ADDITIONAL INFORMATION

At the end of the survey, you can enter any additional information, comments or questions that you wish. **Please note:** these reports are only reviewed monthly. For time-sensitive communications, email or call your coordinator.

Do you have any additional information you would like to report? (Please remember these reports are only viewed once a month. Email your coordinator for urgent matters)
Short answer text
We would like to hear a story. Please share.
Long answer text

We may also use the end of the reporting form to collect information that can help us better serve you, or collect stories of impact that help us to communicate to donors and community stakeholders. It is optional to answer these questions, but highly encouraged