



MEAL SITE AND SHELTER 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.

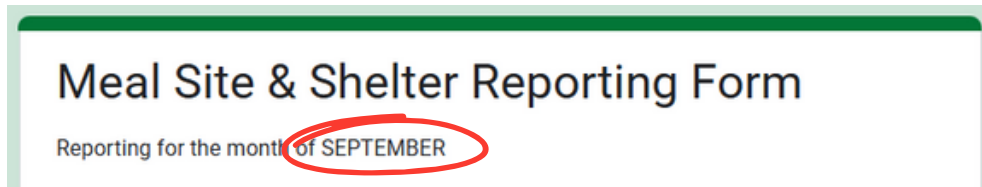
CORRECTING MISTAKES

- 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



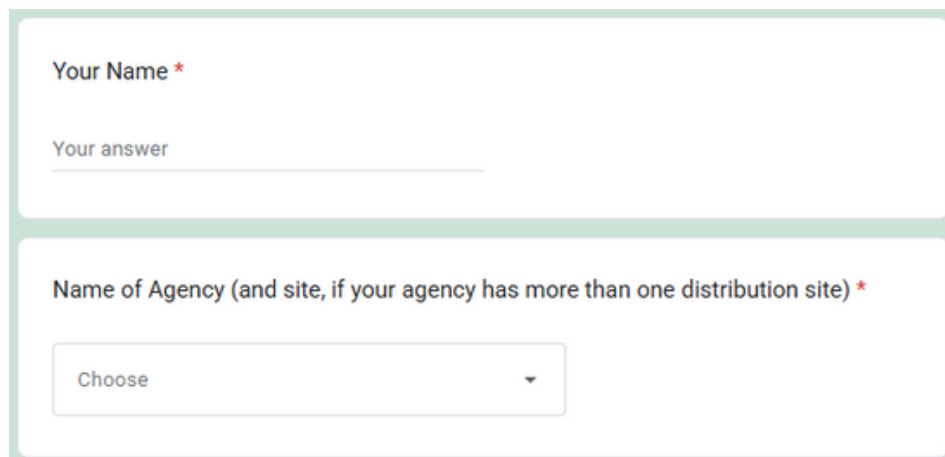
Meal Site & Shelter Reporting Form

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

Please record the total number of breakfasts, lunches, dinners, and snacks served throughout the month here.

| |
|---|
| Breakfasts * Short answer text _____ |
| Lunches * Short answer text _____ |
| Dinners * Short answer text _____ |
| Snacks * Short answer text _____ |

Every time someone accesses your meal service, they are counted as a new individual. Please record the total numbers of adults and children served here.

| |
|--|
| How many adults received food this month? If none enter 0 * |
| Short answer text _____ |
| How many individuals under 18 years of age 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.

The image shows two separate form boxes, one above the other, both enclosed in a light green border. The top box contains the text 'How many volunteers worked for your program this month? *' followed by a horizontal line and the label 'Short answer text'. The bottom box contains the text 'Number of volunteer hours this month? *' followed by a horizontal line and the label 'Short answer text'.

DONATIONS & PURCHASED FOOD

If you receive any donations from food drives, individuals, groups, or farms/locally grown produce, please report the weight here.

If your program purchases food for your distributions, please report the total cost and the weight of the purchased food here.

If you need a scale to weigh your donated or purchased food, please reach out to your coordinator.

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.

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