



PANTRY 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.

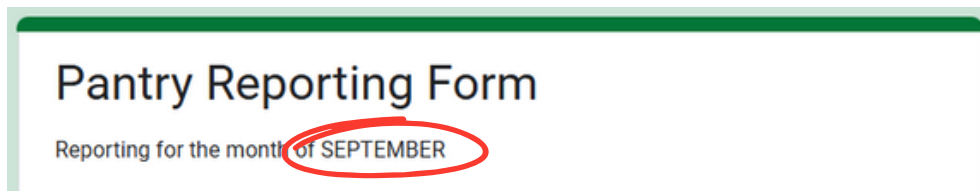
CORRECTING MISTAKES

- 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

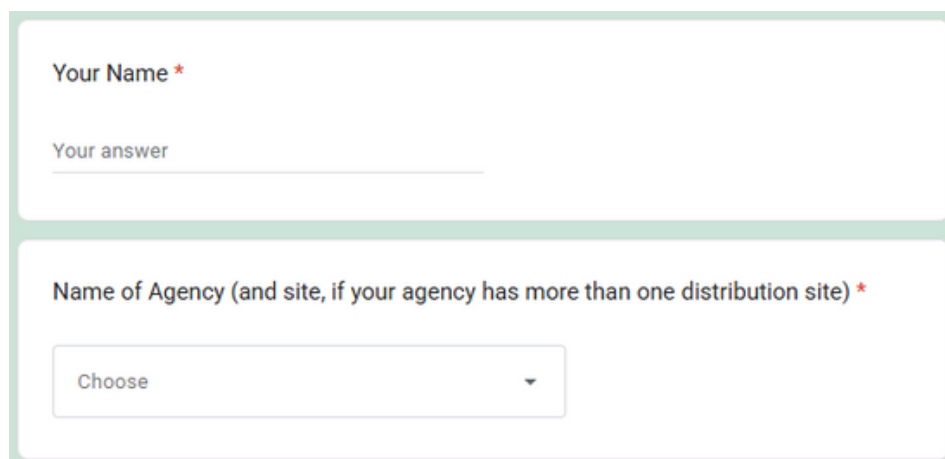


Pantry Reporting Form
Reporting for the month of SEPTEMBER

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

First Time Served:

If an individual says they have not visited your pantry since July 1st, then they would be considered “new” or “receiving food for the first time.”

How many adults received food for the first time (since July 1st)? If none enter 0 *	Short answer text
How many individuals under 18 years of age received food for the first time (since July 1st)? If none enter 0	Short answer text
How many individuals of unknown age received food for the first time (since July 1st)? If none enter 0	Short answer text

Previously Served:

If an individual says they have visited your pantry since July 1st, then they would be considered “returning” or “previously received food.”

How many previously served adults received food? If none enter 0 *	Short answer text
How many previously served individuals under 18 years of age received food? If none enter 0 *	Short answer text
How many previously served individuals of unknown age received food? If none enter 0 *	Short answer text

FOOD SUPPLY INFORMATION

These questions help us know if we need to adjust how we are managing our food supply and if we are meeting Feeding America's public pantry standards. Please answer them honestly.

Were you able to provide a 3-5 day supply of food for each person? *

Yes

No

Did you turn anyone away due to lack of food supply? *

Yes

No

Did you turn anyone away for any other reason? *

Yes

No

What reason did you turn them away other than lack of food supply? *

Long 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.

<p>How many volunteers worked for your program this month? *</p> <p>Short answer text</p> <hr/>
<p>Number of volunteer hours this month? *</p> <p>Short answer text</p> <hr/>

DONATIONS & PURCHASED FOOD

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

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.

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