



Channel One Food Bank Monthly Service Statistics Report Form

INSTRUCTIONS:

- Due Date:** By the 15th of the month. (example: January's stats are due by Feb. 15)
 When to send a report: Every month!
 When to send zero report: When you did not serve any food during the month.
 When to send regular counts: When you serve food, regardless of where the food is obtained.

HOW TO RETURN THIS FORM:

Fill out this form and return the data by choosing one of the following options:

1. Click Submit by E-mail button
2. Print form and mail to: Deb Aries, Channel One Food Bank, 131 35th St. SE, Rochester, MN 55904-5514
3. Print form and FAX to: Deb Aries, Channel One Food Bank, 507-287-2351
4. Print form and e-mail to: debaries@channel-one.org
5. Or phone: (507) 287-2355 and report when you place your food order.

Statistics are for the month of:

Agency Name:

Agency ID#:

Contact Person:

Telephone:

Address, City, State, Zip:

Email:

Number of clients served a meal and/or snack this month (without duplication):

Total number of **meals** served this month (duplicated):

Total number of **snacks** served this month (duplicated):

- Check this box if the number of clients you serve every month is an estimate based on average number served each day.

How to determine number of clients served:

This number is unduplicated. Therefore, if one client eats many meals or snacks during the month, you only count that client once. This number can often be obtained by determining how many people were enrolled or registered for your program during this month. If you do not keep client lists, report the average number of people served each day.

How to determine number of meals and/or snacks served:

This number is duplicated. Therefore, if one client ate a meal every time he came to your program this month (let's hypothetically assume you had programming once a week), he will have eaten 4 meals during the month. This number can often be obtained by adding together your daily attendance records or meal counts.

Common reporting mistakes:

1. The number of meals/snacks served can **never** be less than the number of clients served (10 people will not eat 5 meals).
2. If your client and meal/snack numbers are the same, that means that each person only ate a total of one meal/snack during the entire month.
3. If meals are served, the client number must be greater than zero.

Thank you!