

# Channel One Food Bank

## Monthly Service Statistics Report Form

### Food Shelf Programs

**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 distribute any food during the month.  
 When to send regular counts: When you distribute 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](mailto:debaries@channel-one.org)
5. Or phone: (507) 287-2355 and report when you place your food order.

Unique Visits

The number of individuals served this month for the first time during this calendar year.

**Statistics for the month of:**

Agency:  Agency ID#:

Contact Person:  Telephone:

Address, City, State, Zip:

<u>Type of Service</u>	<u>Youth 0-17</u>	<u>Adults 18-64</u>	<u>Seniors 65+</u>	<u>No. HH</u>	<u>Lbs./Vouchers</u>
Regular Service (1st visit this month):	_____	_____	_____	_____	_____
Extra Service (2nd visit this month):	_____	_____	_____	_____	_____
<b>Total for this month:</b>	_____	_____	_____	_____	_____
Mass Product Distribution:	_____	_____	_____	_____	_____
Holiday Program Distribution (if any):	_____	_____	_____	_____	_____
Name of holiday:	_____				

**How to report Regular Service:** This is an unduplicated number for the month. Each household counted here should be different. Therefore, only count a family's first visit this month on this line. Include the pounds of food they received at their first visit, including bread and non-food items.

**How to report Extra Service:** If you serve the same family more than once a month, report their additional visits here. For instance, if the same family comes three times this month, record their last two visits on this line. Record the pounds of food and non-food they received at their second and subsequent visits.

**How to report Pounds/Vouchers:** Everything that you distribute to a family during their food shelf visit should be reported here. That includes food and non-food products and cash or product vouchers redeemable at a store. All food and non-food items must be weighed on a scale. For vouchers, you may use the formula: 1 dollar = 1 pound.

**How to report Mass Produce Distribution:** If you have a mass produce distribution record the number of individuals and households and pounds of produce from the mass distribution. If you distribute produce to individuals when they receive regular or extra service, please include the produce pounds on the appropriate regular or extra service line.

**How to report Holiday Programs:** If you distribute holiday baskets, etc., record this information here. It is very important that all of the information in this section be completed if you distributed additional foods for a holiday. If you distribute bread, please include the pounds on the appropriate line. If you allow people to pick up bread without checking in, include the pounds in the Pounds/Vouchers column under Regular Service.