



## MONTHLY REPORTING GUIDELINES

Thank you all for using Agency Express to input monthly numbers of neighbors served. These reports also allow Care and Share to be more responsive to changing needs in communities as we identify seasonal trends and economic changes impacting agencies.

### **Reports are to be received by Care and Share no later than the 10<sup>th</sup> of each month.**

July report is due by August 10<sup>th</sup>. August report is due September 10<sup>th</sup> etc.

If your agency was closed and no neighbors served, a zero report is still required.

### **There are three monthly report formats. Please complete the report for your agency type.**

*If your agency uses Care and Share food for multiple programs e.g. food pantry and a youth program, you will report on each program separately.*

- Emergency Food Pantries. Your agency number includes FP, SP, VP
- Meal / Snack sites. Soup Kitchens, Youth programs etc. Your agency number includes DC, FS, SK, SN, YC, YP
- Residential Programs. Your agency number includes AL, GH, RH, SH

#### **Emergency Food Pantries**

Can use the attached neighbor sign in sheet to make it easier to count the number of people assisted each month. Examples of completed forms are attached.

##### Monthly Report

- Add the totals of each sheet used at distribution during the month:  $(18+9) = 27$  adults;
- First time visit households served is total "Yes" column on all pages:  $(6+3) = 9$  first time HH
- First time visitors are the total number of people in the Household:  $(15+12) = 27$  first time visitors
- Households served is how many neighbor signatures:  $(15+7) = 22$  households

##### Neighbor Sign-In Sheet –**Do not send sign in sheets in. Monthly report only**

- New columns added to show if this is the first time the neighbor has used the food pantry this calendar year

**Remember: On the first visit each year (usually January), each neighbor of the food pantry is counted as a new neighbor this year.**

- Neighbor visits pantry in first week of January – counted as a new neighbor, and included in the total neighbors served during the month.
- Same neighbor returns to the pantry in the second week of January, this visit is NOT a new neighbor, but is included on the total neighbor served during the month.

#### **Meal/Snack Sites**

- Number of meals served during the month
- Number of snacks served during the month (if separate from breakfast, lunch or dinner)

#### **Residential Programs**

- Number of individual residents who stayed in the facility during the month (ie 24 beds x 30 days =720 residents)
- Number of meals served during the month (24 beds \* 30 days \* 3 meals = 2160)
- Number of snacks served (if separate from breakfast, lunch or dinner)

If you have any questions please contact me at Agencies@CareandShare.org or call 719 434-4678.