



Channel One Food Bank

Monthly Service Statistics Report Form On-Site Feeding Programs

Due Date: By the end of following month (example: January due by February 15th)

When to send a report: Always!

When to send a 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

Mail to: Channel One Food Bank, 131-35th Street SE, Rochester, MN 55904-5544

Fax to: 507-287-2351

Email or copy by selecting the appropriate button on the top right of this page.

Statistics are for the month of: _____

Agency: _____ Agency ID# _____

Contact Person: _____ Phone#: _____

Address: _____

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.