



# Monthly Service Report

The Community FoodBank works hard to provide our partner agencies with quality service and a wide variety of nutritious foods for your clients. We also must be accountable to our donors and the Feeding America Network. We must have a record of the number of people that are served at our member agencies. **Your cooperation in submitting reports on time is a requirement of your membership with the FoodBank.**

Please submit the following information below by the 7<sup>th</sup> day of the following month for **EACH** program registered with the FoodBank. (i.e., January's report would be due on February 7<sup>th</sup>. The reports can be emailed to Network Relations at **PartnerReporting@cfbnj.org**)

Month/Year \_\_\_\_\_  
 Agency Id Number (i.e. A0001-01) \_\_\_\_\_  
 Agency Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## A. Pantry Programs & Other Non-Meal Distributions

	CFB Com. Accept. Sheet	SFPP Com. Accept. Sheet	TEFAP Com. Accept. Sheet
Number of Adults (over 18) served during the month			
Number of Children (under 18) served during the month			
Total Number of Persons served during the month			
Total Number of Households served during the month			

### **Diaper Bank & Period Initiative Program**

For the Adults, Children and Menstruators information, this should ONLY reflect the individuals who are using these products. This can potentially differ from the total adults, children or menstruators for a given household.

Total # of Children Served	Total # of Sleeves Diapers	Total # of Menstruators	Total # of Adults Served	Total # of Packs Maxi Pads

## B. On-Premise/Congregate Feeding Programs

Agency ID: \_\_\_\_\_

(Soup Kitchens, Group Homes, Shelters, After school programs)

- Total Number of individuals served \_\_\_\_\_ (include snacks)
  - Number of breakfasts \_\_\_\_\_
  - Number of lunches \_\_\_\_\_
  - Number of dinners \_\_\_\_\_
  - Number of snacks \_\_\_\_\_
  - Number of home delivered meals \_\_\_\_\_
- Total Number of meals provided \_\_\_\_\_ (Add together all lines from question #1 except for the total number of individuals)

Please reach out directly to your Network Relations representatives if you need to report any program changes such as new director, contact person or shopper, in addition to any address, e-mail, or telephone number updates.