



Monthly Distribution Report

Month: _____ Year: _____ Account #: _____ Agency: _____

DATE	INDIVIDUALS	HOUSEHOLD SIZE	MEALS SERVED (if applicable)	DATE	INDIVIDUALS	HOUSEHOLD SIZE	MEALS SERVED (if applicable)	DATE	INDIVIDUALS	HOUSEHOLD SIZE	MEALS SERVED (if applicable)
1				12				23			
2				13				24			
3				14				25			
4				15				26			
5				16				27			
6				17				28			
7				18				29			
8				19				30			
9				20				31			
10				21							
11				22							

Instructions: Use the above calendar to show the breakdown of how many neighbors you served on a particular distribution day. The boxes below should show the totals served in each category for the month. This information is reflected on your client sign-in sheets. Only congregate feeding sites should fill in the categories for meals & snacks served.

**Reports must be submitted by the 10th of each month through your online account, or by emailing a copy to scruz@tcfoodbank.org.*

If you were closed/did not distribute for a month – a report still needs to be submitted (put 0 and provide an explanation).

INDIVIDUALS SERVED

HOUSEHOLD SIZE

NEW

YOUTH

ADULTS (NON-SENIOR)

SENIORS

PETS

VETERANS

MEALS SERVED

SNACKS SERVED

OF VOLUNTEERS

OF VOLUNTEER HOURS

TOTAL POUNDS OF PRODUCT RECEIVED FROM OTHER SOURCES