



PO Box 707, Texarkana TX 75504
Office: 870-774-1398 Fax 870-774-1905

MONTHLY AGENCY REPORT

MONTH:

YEAR:

To receive uninterrupted service, please submit a copy of this report each month, even if no product was received from Harvest Regional Food Bank. This report is due the 10th of each month. Failure to report regularly may result in your agency being put on hold or suspended from service.

Please report as accurately as possible. Data from this report is necessary for Harvest Regional Food Bank to complete its required reporting to our parent organization and grantors.

AGENCY NAME:

AGENCY ADDRESS:

COUNTY:

PHONE NUMBER:

NAME OF PERSON COMPLETING REPORT:

ANY CHANGES TO YOUR PROGRAM (hrs served, staff, facilities, policies, etc)

REPORT ALL SERVICE FOR THE MONTH (Pantry, Commodities, backpacks, etc.)

Total # of Families Receiving food assistance from your program: _____

Total # of Individuals Receiving food assistance from your program: _____

Total # of Families Receiving Help for the First Time This Month: _____

Supplemental Nutrition Assistance Program - SNAP Outreach _____

OF THE INDIVIDUALS REPORTED:

Of Children (0-18) _____

Of Adults (up to 55) _____

Of Seniors (over 55) _____

TOTAL INDIVIDUALS ** _____

** Fields should all be equal **

Of African Americans _____

Of Caucasians _____

Of Hispanics _____

Of Asians _____

Other Races _____

TOTAL INDIVIDUALS** _____

FOR SOUP KITCHENS/SHELTERS/AND OTHER FEEDING SITES ONLY:

Individuals Served (headcount) _____

Dependent Children (0-18) _____

Adults (19 to 55) _____

Seniors (over 55) _____

Total Meals Served for the Month _____
(Total Meals = Meals x People Served)

Average # of Individuals _____
Served Per Day

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Complete this form on or after the last day of the month and submit the report to Harvest Regional Food Bank:
Mail to: P.O. Box 707, Texarkana, TX 75504 or Fax: (870) 774-1905 or Email: Programs@HRFB.org

HARVEST REGIONAL FOOD BANK AGENCY MONTHLY REPORT

AGENCY NAME:

MONTH:

YEAR:

SOURCES OF FOOD

Harvest Regional Food Bank encourages you to get food from all sources available. We are required to track the source and distribution of food resources that do not go through the food bank. Reporting these sources will NOT jeopardize your ability to get items from Harvest Regional Food Bank.

Source	Pounds Received
Harvest Regional Food Bank (Including: Commodities & Produce, etc.)	_____
Direct Donations coordinated via HTRFB Partners (Wal-Mart's, Brookshire's, Albertsons, Post Office & Boy Scout Food Drives, etc)	_____
Other Food Banks (please specify) _____	_____
_____	_____
Individual Donations	_____
Food Purchased from Wholesales or Retailers	_____
Food Drives Donated to your Organization	_____
Government Sources not distributed through HTRFB (please specify)	_____
Food Stamps	_____
_____	_____
Other Retailer or Manufacturer Direct Donations (please specify)	_____
_____	_____
_____	_____
Other Sources (please specify)	_____
_____	_____
_____	_____
TOTAL	_____

Please share any stories from your distribution that speak to the impact of your pantry: