



PO Box 707, Texarkana TX 75504
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MONTHLY AGENCY REPORT

Revised July 2021

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 1st 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:

NAME OF PERSON COMPLETING REPORT:

PHONE:

COUNTY:

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: _____

OTHER SOURCES OF FOOD NOT FROM HARVEST

Report total pounds received from other sources: Other Food Banks, Individual Donations, Food Purchased from Wholesales or Retailers, Food Drives Donated to your Organization, Other Retailer or Manufacturer Direct Donations, etc...

Pounds Received: _____

OF THE INDIVIDUALS REPORTED:

Of Children (0-18) _____

Of Adults (19 to 59) _____

Of Seniors (60 & Over) _____

TOTAL INDIVIDUALS ** _____

** Fields should all be equal **

OF THE INDIVIDUALS REPORTED:

Of African Americans _____

Of Caucasians _____

Of Hispanics _____

Of Native Americans _____

Of Asians _____

Other Races _____

TOTAL INDIVIDUALS** _____

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

Individuals Served (Total) _____

Dependent Children (0-18) _____

Adults (19 to 59) _____

Seniors (60 & Over) _____

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

Average # of Individuals Served Per Day _____

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: foodsourcing@HRFB.org**