



# USDA Monthly Report

*Due by the 5<sup>th</sup> of each month*

Email Completed Form to:  
crendon@foodshare.com  
OR  
Text a photo of completed  
form to: (805)833-0694

Report for the month of: \_\_\_\_\_ Year: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Account US#: \_\_\_\_\_

If multiple sites, which location: \_\_\_\_\_

Name of person completing report: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

**Quick Instructions:** Numbers for columns A – E are found in “Main Pantry Report” and numbers for columns F & G are found in “eSignature Audit”

A	B	C	D	E	F	G
# of Small Families (1-3)	# of Med Families (4-6)	# of Large Families (7+)	Total # of Households Served (A+B+C)	Total # of People Served (aka individuals, family members)	Total # of 1 <sup>st</sup> Time Households (# of YES)	Total # of 1 <sup>st</sup> Time Household Members (# family members of “YES”)

Number of Households Turned Away \_\_\_\_\_ Number of People Turned Away \_\_\_\_\_

## USDA Order Pick Up or Delivery Schedule

Pick up #1 on Day \_\_\_\_\_ Date \_\_\_\_\_

Pick up #3 on Day \_\_\_\_\_ Date \_\_\_\_\_

Pick up #2 on Day \_\_\_\_\_ Date \_\_\_\_\_

Pick up #4 on Day \_\_\_\_\_ Date \_\_\_\_\_

Deliver #1 to distribution address: \_\_\_\_\_

On the following dates: \_\_\_\_\_

### Special Request

**Produce Box Requests** (Food Share will do our best to accommodate requests; however, produce boxes depend on volunteer capacity to pack them, and the number available varies from week to week)

**Number of Produce Pallets Requested (48 per pallet):** \_\_\_\_\_

Please Rate this month's support from Food Share:

☐ ★ ☐ ★ ★ ☐ ★ ★ ★ ☐ ★ ★ ★ ★ ☐ ★ ★ ★ ★ ★

**Comments / Suggestions:**