



USDA Monthly Report

Due by the 5th 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 st Time Households (# of YES)	Total # of 1 st 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: