



## **GUIDELINES FOR REPORTING OF MONTHLY FIGURES**

### **FOOD PANTRY**

1. A child is anyone age 17 or younger.
2. An adult is anyone 18-64 years of age.
3. An elderly person is any one age 65 or over.
4. The total is the number of children, adults, and elderly persons added together.
5. The total (children + adult + elderly) put number of homeless in the proper line, but do not add it to the total a second time.
6. The number of households is the number of different families that you served.
7. At the bottom of the report, please list the number individuals served for the first time this year (not this month).

### **MEAL SITES**

1. Please list an accurate count for each meal of the day.
2. List the number of homeless individuals served that day (breakfast + lunch + supper + snack).
3. At the bottom of the report, please list the number of persons served for the first time this year (not this month).

**Reminder: Do not forget to sign and date your forms.**