



Month of: \_\_\_\_\_ 20 \_\_\_\_\_

# Monthly Statistics Report

Reports are due by the 5<sup>th</sup> of each month.

Fax 717-561-4636 or enter online at [www.centralpafoodbank.org](http://www.centralpafoodbank.org) PWW System

## Section 1

NAME OF AGENCY: \_\_\_\_\_ AGENCY # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

COUNTY: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Note: If any agency contact information is to be updated, please contact the Agency Services Department.

## Section 2

### Food Pantries

If there is no distribution in a month, enter zeros & submit form or enter online. Only enter #'s in designated boxes. Add clients down the page, Add households down the page.

**Please Note: In JULY, ALL CLIENTS are NEW!**

#### \*Duplicate Households

How many households are served by your pantry program more than one time this month?

PLEASE VERIFY YOUR MATH!

	0-17 yrs	18-59 yrs	60+ yrs	Total Clients	Total Households
Registered Households	→				
Registered Clients					
New Households	→				
New Clients					
Total Clients					
Total Combined Clients:					
Total Combined Households:					
Duplicate Households*:					

## Section 3

Soup Kitchens and/or Emergency Shelters

Total Number of

Meals Served: \_\_\_\_\_

## Section 4

### Supplemental Programs

Total number of DIFFERENT PEOPLE served once this month (*not meals*).

A. Number of children served (0-17 years): \_\_\_\_\_

B. Number of adults served (18-59 years): \_\_\_\_\_

C. Number of senior citizens served (60+ years): \_\_\_\_\_

Total number of people served (A+B+C)=

Statistics Reports are required for each month of service by the 5<sup>th</sup> of the month following food distribution. This report is a MANDATORY requirement in accordance with your Membership Agreement. This report can be completed online, faxed to 717-561-4636, or mailed to CPFB, 3908 Corey Road, Harrisburg, PA 17109. Any questions can be directed to the Agency Services Department. *Reports must be up to date in order to access inventory from the Food Bank.*

Rev. 1/2019