

#### ADDITIONAL INFORMATION ON REPORTING POUNDS:

1. Donations from Retailers and the Community – If you have not yet submitted in your previous reporting, please submit all poundage that you have received from national and local grocery retailers, bakery items from grocers and cafes (such as Panera), restaurants, farmers, manufacturers, food drives, community gardens and farmers markets. This would also include donations from restaurants, caterers, schools, and institutions, etc., that you may have received over the past few months, if you were able to capture the poundage prior to distribution. For smaller quantities, please enter them (by category) as Miscellaneous Food Donations. If you have received a large quantity (ex: regular donations from a local farmer, pallets of food, a tractor-trailer load) from a donor that you normally do not receive from, please contact us so that we can add them to your donor drop-down menu to capture their poundage.
2. Food Drives & Holiday Bags/Boxes from Grocers – Any food donations that you receive from area grocers where the customer purchases and/or provides the food (not the store) must be counted as Miscellaneous Food Donations. While the store is collecting food from customers, or selling food (for your benefit) to customers, this is not considered a store donation and we count those pounds as if it were a regular community food drive. Regular food drives from a local school, church, or community group should also be reported as Miscellaneous Food Donations.
3. Please enter your pounds online via PWW. We are requesting that all partners reporting donations to us utilize our PWW online portal. You can access the instructions [here](#), or through the Agency Resources section of our website.
4. If you are limited on manpower or simply do not have the time to enter in the poundage for your agency, let us know so that we can help you capture the pounds. Send us what you have, and we will gladly enter in the pounds for you. Scraps of paper, handwritten poundage logs, bill of lading sheets, we'll take whatever you have!