

FOOD PANTRY MONTHLY DISTRIBUTION REPORT

AGENCY: _____

COUNTY: _____

YEAR: _____

MONTH: _____

Date	# of Households served	Total # Individuals in ALL Households	Date	# of Households served	Total # Individuals in ALL Households	Date	# of Households served	Total # Individuals in ALL Households
1			12			23		
2			13			24		
3			14			25		
4			15			26		
5			16			27		
6			17			28		
7			18			29		
8			19			30		
9			20			31		
10			21					
11			22			Total:		

INSTRUCTIONS:

****Please refer to your daily Distribution Log to complete this report.**

At the end of each day that your agency hands out food for clients to take home,

- 1. Total the # of names (households served) from the daily Distribution Log and place in the first blank column (# of Households served) next to the date.**
- 2. Total the # of individuals in households from the daily Distribution Log and place in the second blank column (#of Individuals in ALL households) next to the # of Households served.**
- 3. At the end of each month, please total each column.**

Please retain this form to assist in completing the Quarterly Report.