

Second Harvest of South Georgia Monthly Service Report

Agency Name: _____ Agency Number: _____

For the month of: _____ 20__

All agencies must at least fill out the first section of this report. If an agency distributes USDA or GNAF they are also required to fill out those sections. Agencies providing meals must fill out the second section. All relevant sections must be filled out completely. Sections not pertaining to agencies must be filled out with all zeros (0s). **Incomplete reports will not be accepted.**

Second Harvest of South Georgia uses the data collected in these reports to submit service statistics for the entire service area to state agencies. As such, monthly reports are **due by the 10th of each month**. Failure to submit these reports in a timely manner will result in a hold being placed on the agency account until all delinquent reports are caught up.

FOR ALL MEMBER AGENCIES:

1. Number of people ages 18 and under served: _____
2. Number of people ages 19-64 served: _____
3. Number of people 65 and over served: _____
4. TOTAL number of people served (add lines 1-3): _____
5. Number of volunteer hours contributed to program during month: _____

FOR CONGREGATE MEAL/SOUP KITCHENS:

1. Number of breakfasts served: _____
2. Number of lunches served: _____
3. Number of dinners served: _____
4. Number of snacks served: _____
5. TOTAL number of meals and snacks (add lines 1-4): _____

FOR AGENCIES DISTRIBUTING TEFAP (USDA):

1. Total number of households receiving USDA product: _____
2. Total number of meals prepared with USDA product: _____
3. Total number of people receiving USDA product: _____

FOR GNAF AGENCIES DISTRIBUTING GNAF:

1. Number of households receiving GNAF assistance: _____
2. Total number of individuals receiving GNAF assistance: _____
3. Total number of meals prepared with GNAF product: _____
4. Number of TANF families receiving GNAF assistance: _____
5. Number of transitional families receiving GNAF assistance: _____
6. Number of at-risk families receiving GNAF assistance: _____