HAWAII FOODBANK
Monthly Agency Activity Report

Month / Year: _____

Agency: _____ **Agency #:** _____

Reported By: _____ **Phone #:** _____

Prepared Meals		
On-site		
Day(s) / Time(s):	**Regular Food**	**TEFAP/USDA & Regular Food**
# of Adults		
# of Children		
Total # of **Meals** served		
Outreach (Off-site)		
Day(s) / Time(s) / Location(s):	**Regular Food**	**TEFAP/USDA & Regular Food**
# of Adults		
# of Children		
Total # of **Meals** served		

Snacks		
Day(s) / Time(s):	**On-Site**	**Outreach (Off-site)**
# of Adults		
# of Children		
Total # of **Snacks** served		

Pantry (Unprepared Meals)		
On-site		
Day(s) / Time(s):	**Regular Food**	**TEFAP/USDA & Regular Food**
# of Adults		
# of Children		
Total # of **Households** Served		
Outreach (Off-site)		
Day(s) / Time(s) / Location(s):	**Regular Food**	**TEFAP/USDA & Regular Food**
# of Adults		
# of Children		
Total # of **Households** Served		

Ohana Produce Plus Program								
Ohana Number (PDXXX):								**Total**
Day(s) / Time(s):								**(unduplicated)**
# of Adults								
# of Children								
Total # of **Households** Served								

All Distribution	
# of families served with current employment	
# of families served receiving any form of Government/Public Assistance, or Subsidy	
# of families served received C&C Food	
# of families served received SH Food	

Reports are due by the 5th of the following month

Mail or Deliver to:
Hawaii Foodbank - Kauai Branch

Or Fax to:
(808) 482-2225

Or E-mail to:
michelle@hawaiifoodbankkauai.org