



Member Agency MONTHLY STATISTICS REPORT FY24-25

Month of _____

Please follow instructions carefully. Complete Section 1. Next, select the appropriate Program Sections, #2 through #4, that coincide with your agency's services and insert your monthly totals. If food was not distributed during the month, enter "None" or "0". Multi-service agencies are to complete all applicable sections.

Section 1 – Completed by All Agencies (Please notify the Food Bank of ANY CHANGE IN AGENCY INFORMATION.)

Name of Agency: _____

Address: _____ City: _____ Zip: _____

County: _____ Phone: _____

Contact: _____ Email (If available): _____

SECTION 2 - MONTHLY DATA – FOOD PANTRIES

- A. Total Number of DIFFERENT households served ONCE THIS MONTH: _____
- B. Total Number of households served this month: _____
- C. Of the households listed in 2A, how many were served for the first time since July 2024? _____
- D. Total Number of Children Served (0-17 years): _____
- E. Total Number of Adults (18-59 years): _____
- F. Total Number of Senior Citizens (60+ years): _____
- G. Total Number of People Served this month(D+E+F): _____

Food Pantry:

Agency #: _____
(Pantry agency numbers begin with a 1)

A Food Pantry is a program that provides emergency food bags or boxes and/or monthly supplemental food assistance to people in need to prepare at home

SECTION 3- MONTHLY DATA-SOUP KITCHENS/SNACKS & SHELTERS

A. Number of Meals Served: _____

Soup Kitchens/Snacks & Shelters:

Agency #: _____
(Soup/Snack agency numbers begin with a 2)

Agency #: _____
(Shelter agency numbers begin with a 3)

A Soup Kitchen/Snacks is a program that provides meals or snacks to people in need.

A Shelter is a program that provides nights of shelter to homeless people, runaway children or victims of abuse, Residential Treatment Facilities, Day Cares, Senior Citizen Centers, Group Homes, Youth Programs, Non-profit Summer Camps, Rehabilitation Facilities

SECTION 4 - MONTHLY DATA FOR SOUP KITCHENS/SNACKS & SHELTERS

(Total number of meals per category)

- A. Number of Meals Served to Children (0-18 years): _____
- B. Number of Meals Served to Adults (19-59 years): _____
- C. Number of Meals Served to Senior Citizens (60+ years): _____
- D. Total Number of Meals Served (A+B+C): (Equal to 3A) _____

SECTION 5- A. Total Number of Different People Served During the Month: (You may use estimate of highest meal day)

In accordance with your Member Agency Agreement, Statistics Reports are due for each month of service by the 5th of the following month. Your reports may be completed and emailed to afick@helpingharvest.org or mailed to Helping Harvest, 117 Morgan Drive, Reading, PA 19608. Please contact Helping Harvest, (610) 926-5802 x208, if you have any questions about completing your monthly reports. Thank You!