

# Partner Agency Monthly Report

Agency Number:



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E

Partner Agency Name:

Contact Person's Name:

Month:

Contact Person's Phone:

Year:

**New** Section 1

Individuals whose first visit was this month,

- Add up all of the **Children age 0-17** and put that figure here:
- Add up all **Adults age 18-59** and put that figure here:
- Add up all **Adults age 60+** and put that figure here:

	New Children Ages 0 to 17
	New Adults Ages 18-58
	New Adults Ages 60+

- Count all of the Households whose first visit was this month and put that figure here:  Number of New Households

**Returning** Section 2

Count all individuals who received food this month, **but are not a new client**, and place those numbers below:

- ⚙ Add up all of the **Children age 0-17** and put that figure here:
- ⚙ Add up all **Adults age 18-59** and put that figure here:
- ⚙ Add up all **Adults age 60+** and put that figure here:

	Returning Children Ages 0 to 17
	Returning Adults Ages 18-58
	Returning Adults Ages 60+

- ⚙ Add up all **Returning Households** and place that number here:  Number of Returning Households

**In this section, we count every household and individual every time they are served this month.** Section 3

- Count every household every time they received food this month. Put that figure here:  (Total all of the box 5's if you're using the Foodbank's application form.)
- Count every individual every time they received food this month. Put that figure here:  (Total all of the box 6's if you're using the Foodbank's application form.)

	Total Household Visits
	Total Individuals in Those Households