Member Agency Monthly Report

If your site does more than one distribution a month, please add all numbers together to report.

1. Distribution Month
   Enter the month you are reporting for.

2. Agency Member/Number
   Enter your program/agency code.

3. Site Name
   Enter your site name.

4. Site Name (if not listed above)
   No site name listed? Enter it here.

5. County
   Enter your county name.

6. Name of person submitting report
   Let us know who is submitting your report!

7. Email of person submitting report
   Provide an email.

8. Does your organization prepare and serve meals on site?
   - Yes
   - No
If you serve meals, this is where you report your total meals and food boxes (if applicable).

Enter the total number of meals served.

Please enter total households served, seniors, adults and children.
If you do not serve meals, you will be directed to this page to report your totals.

Please enter:

- households served
- seniors
- adults
- children

Enter any backpacks you distributed, if applicable.

Please let us know about any SEED Activities conducted at your site (SNAP, Referrals, Etc.)
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Narratives

Would you be interested in sharing a narrative story? We know that you hear many client stories and we are interested if you would like to share them. They are required of all CHI Schools. Please feel free to submit a client narrative story.

For CHI Schools, please remember there will be a Semester Narrative due no later than Friday, December 1st and another Semester Narrative due no later than Friday, May 4th.

Would you like to submit a Narrative at this time? For CHI Schools, please remember there will be a Semester Narrative due no later than Friday, December 1st and another Semester Narrative due no later than Friday, May 4th.

☐ Yes
☐ No

To submit a narrative select “yes”
Please submit your narrative (client story) in the box below.

(Example: Susie is a new student at our school. We realized early in the year that she seemed to be hungry all the time. Her schoolwork was suffering. We were able to get Susie and her family signed up to receive food. The impact on Susie and her family has been...)

Could you provide us with demographic information on the narrative (client story) you submitted? For example, was the client male or female?...

Gender
- Female
- Male
- Other

Age
- Under 18
- 18-64
- 65+

Ethnicity
- White
- Hispanic or Latino
- Black or African American
- Native American or American Indian
- Asian/Pacific Islander

Type your original narrative into the submission box.

Please provide demographic information regarding your narrative.
You should see this page confirming the submission of your report.

Thank you!

If you have any questions or concerns regarding reporting, please let us know by contacting 505.349.5353 or email programssupport@rrfb.org