This form stays at your school

BACKPACK PROGRAM
School's Food Distribution Record

At the end of each month, total up the numbers at the bottom of these colums and transfer that number to your monthly report form.

Calendar Month _____

Back-pack #	Student's Teacher	Date of Backpack Given Out	Child's Name	Week 1	Week 2	Week 3	Week 4	Week 5

Total # Packs Distributed This Sheet This Month _____

A Program of

For each child referred to the program:

1) Enter their name
2) Write in the date that the backpack was distributed for the first time
3) Place a "X" in the box each week they receive food
4) At the end of the month add up the weekly totals and tranfer them to your monthly report.

Please maintain these records for 4 years in the event that the Community Food Bank should need to provide documentation for USDA product utilized in the program.

Jul-09