



Food 4 Kids Backpack Program School Food Distribution Form Instructions

1. Fill in the calendar month you are keeping records for at the top
2. The first two columns can be used as they are or change the column heading to fit your needs
3. Fill in the names of each child participating in the Backpack Program
4. Keep a log of all the children who receive the sacks of food each week, then enter this information on the electronic form by placing a "1" in the column for the designated week
5. The columns will be automatically added up the bottom of each.
6. Total all of the weekly totals at the bottom and put this number on your month report under number of take-home sacks distributed.

Questions?

Call Cathy Elliot, Children's Programs Manager
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