TRI-STATE FOOD BANK, INC. MONTHLY SERVICE REPORT

ALL AGENCIES

Month _____ USDA Yes ☐ No ☐

Agency Name _____ County _____

Agency Address _____ State _____ Zip _____

E-mail _____ Phone _____ Fax _____

Days and Hours of Operation

Name and phone number of person completing this form _____ Phone _____

Complete ALL questions in this section.

EMERGENCY FOOD - FOOD PANTRY OPERATIONS

Number of Households Served _____ Number of People Served _____

What percentage of Food Bank products made up your distribution? _____ % *(include all family members)*

Did you need to turn anyone away this month? Ye☐ NO☐

If Yes, Why? Lack of Food ☐

Lack of Volunteers ☐

Other ☐ _____

ON SITE FEEDING PROGRAMS

Soup Kitchens/ Shelters/ Residential/ Daycare. Etc.

Number of Meals Served _____ Number of People Served _____

What percentage of Food Bank products made up your distribution? _____ %

Did you need to turn anyone away this month? Ye☐ NO☐

If Yes, Why? Lack of Food ☐

Lack of Volunteers ☐

Other ☐ _____

GIFTS IN KIND -ONLY AGENCIES

Number of Households Served _____ Number of People Served _____

Fill in appropriate section(s) and complete ALL questions in the section(s)

If you have any news you would like to see included in our web site (www.tristatefoodbank.org) please list here or e-mail to mblair@tristatefoodbank.org.. When possible we will post your information. Please include photos when available.

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Contact Person and Phone Number or e-mail _____

IN and KY USDA Agencies Monthly Service Reports and Monthly Inventory Reports are due by the 3rd of each month. IL USDA Agencies Monthly Service Reports and Monthly signature Sheets are due by the 15th of each month. All other Agencies Monthly Service Reports are due by the 15th of each month.

Comments:

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Mail to: 801 e. Michigan Street, Evansville, IN 47711-5631 or Fax to: (812) 425-0390