



# THE BACKPACK MEALS PROGRAM

A Food Bank of the Golden Crescent Child Hunger Program

## MONTHLY DISTRIBUTION REPORT

<b>Campus:</b>	
<b>Report Month (MM/YY):</b>	
<b>Reported By:</b>	
<b>Number of Backpacks carried forward from last month:</b>	
<b>Number of Backpacks Received :</b>	
<b>Number of Backpacks Distributed :</b>	
<b>Number of Backpacks Leftover :</b>	
<b>Total children served:</b>	
<b>Of the above, how many children are new enrollees?:</b>	

Instructions: List students in the column under **NAME**. Mark the number of bags that the child received for that week example 1,2 etc. If a child does not pick up his or her backpack bag, mark as zero; If he/she moves or is removed from the program, do not remove his/her name from the form; insert a checkmark in the column that says "Dropped" and leave the following dates blank. Add new children below and insert a checkmark under the column "New". If you double distribute, please put the number 2 under the proper distribution date. **Please do not distribute a bag to a child without a completed intake form.** Please email this form to [fbgbackpacks@feedingamerica.org](mailto:fbgbackpacks@feedingamerica.org) by the 5th of the following month.

	NAME	New	Dropped	Student ID	Date	Date	Date	Date	Date
Column	JOE EXAMPLE	✓	✓	123456	1	1	1	2	1
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
<b>Totals</b>					0	0	0	0	0