



Month / Year \_\_\_\_\_ / \_\_\_\_\_

Center Name & Address \_\_\_\_\_

DATE	PRINT NAME	ADDRESS	SIGNATURE	ADULTS	CHILDREN	SENIORS	Pounds Distributed

\_\_\_\_\_ PAGE TOTAL CHILDREN  
 \_\_\_\_\_ PAGE TOTAL SENIORS  
 \_\_\_\_\_ PAGE TOTAL ADULTS  
 \_\_\_\_\_ PAGE TOTAL POUNDS

**TOTAL EACH PAGE**

**TRANSFER PAGE TOTALS TO  
 MONTHLY REPORT - DUE BY 5<sup>th</sup> OF  
 EVERY MONTH**

**KEEP A MASTER AND RETAIN THE COMPLETED FORMS FOR MONITORING PURPOSES**