



Agency Report for the Month of: \_\_\_\_\_ Year: \_\_\_\_\_



To remain an active agency of the Food Bank of South Central Michigan, a monthly report is due for each month. Each month's report is due by the 5<sup>th</sup> of the following month (example: January due by February 5<sup>th</sup>). If you did not distribute any food during the month, you must then send in a zero report.

Reports may be either mailed to:

Food Bank of South Central Michigan  
Attn: Agency Relations Department  
P.O. Box 408  
Battle Creek, MI 49016-0408

Faxed to: 269-966-4147

or emailed to: [agencyrelations@foodbankofscm.org](mailto:agencyrelations@foodbankofscm.org)

Agency Name \_\_\_\_\_ Agency Code # \_\_\_\_\_

Name of Person Completing Form \_\_\_\_\_ Phone \_\_\_\_\_

Unduplicated counts:
Total Households Served _____
Total Children (0 – 17 Years) _____
Total Adults (18 – 59 Years) _____
Total Seniors (60 + Years) _____
Total Individuals Served _____
Male: _____ Female: _____

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Total Households Served (Unduplicated count) this month **last** year \_\_\_\_\_

Total Individuals Served (Unduplicated count) this month **last** year \_\_\_\_\_

Approximately what percentage of the food your program distributed this month came from the Food Bank of South Central Michigan? \_\_\_\_\_

**Volunteers:** Number of volunteers: \_\_\_\_\_ Number of hours: \_\_\_\_\_