



**SCHOOL PROGRAMME DES
BREAKFAST PETITS DÉJEUNERS
PROGRAM DANS LES ÉCOLES**

**Handy Recording Sheet for
Monthly Program Data & Team
Summary Reporting**

This sheet must be completed by the breakfast program coordinator, with the assistance, as needed, of any staff/volunteers directly involved with day-to-day operations. **At the end of the month:** If the program coordinator is not responsible for the on-line data entry, then this sheet must be given to the person responsible.

Month: _____

A. Program Data: # Days Program Offered & Number of Meals Served

	# of Days Program Offered	# of Meals Served					Totals
		Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Total # Days Offered	→						↑
		Total meals served this month					

B. Team Summary: # of people and hours contributed to running the program.

Team Member Type	Week 1 (# hrs.)	Week 2 (# hrs.)	Week 3 (# hrs.)	Week 4 (# hrs.)	Week 5 (# hrs.)	Total Hours Contributed	# People
Program Coordinator (1 per school)							
School Staff							
Students							
Parents and/or Community Members							

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Month: September

SAMPLE

A. Program Data: # Days Program Offered & Number of

	# of Days Program Offered	# of Meals Served					Totals
		Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	4	holiday	30	30	30	30	120
Week 2	5	35	35	35	35	35	175
Week 3	5	37	37	37	37	37	185
Week 4	5	40	40	40	40	40	200
Week 5							
Total # Days Offered	19						680
Total meals served this month							680

B. Team Summary: # of people and hours contributed to running the program.

Team Member Type	Week 1 (# hrs.)	Week 2 (# hrs.)	Week 3 (# hrs.)	Week 4 (# hrs.)	Week 5 (# hrs.)	Total Hours Contributed	# People
Program Coordinator (1 per school)	6	7.5	7.5	8		29	1
School Staff	1.5	2	2	2		7.5	1
Students	2.5	2.5	3	3		11	5
Parents and/or Community Members						0	0