

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/Snacks Served

		# of Meals/Snacks Served					
	# of Days Program Offered	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Total # Days Offered →				Total meals/snacks 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							