



2019-2020 Online Reporting Guide

Use the *Data Reporting Form* to track your program activity throughout the month (see the Program Resources webpage). At the end of the month, go online to *Webtracker* to enter your data. **You must enter your data by the 7th of each month.** Please set up a reminder on your phone or calendar. Reporting in a timely manner is critical and is linked to funding.

Here is how to do it:

- Go to foodsharingproject.org to access our website.
- On the FSP website click “Program Resources” at the top of the page
- Under “School Coordinator Forms” (left side), click “Link to Webtracker”
 - Hint: To simplify access to Webtracker, go to “Favorites” and click “Add to Favorites”
- Enter your User Name & Password (If needed, ask FSP for these)
 - Be sure you do not enter any spaces, capitals or other punctuation
- Click the appropriate month for your data entry.
- The Online form will ask for the same info as the *Data Reporting Form* outlines, so if you’ve kept track all month, entering data will be a breeze
- Begin entering data
 - ALL BOXES MUST BE FILLED - enter a Zero if you do not have anything to report in a box.
- Click on “Save and Close”
- Your data will only save if all boxes have a number entered
- It will only ‘Save’ if you have completed this BEFORE THE 7th OF EACH MONTH
 - If you are trying after the 7th, just “Print” and fax to FSP, or fax the completed *Data Reporting Form*, duly completed

A. Program Activity

1. **How many SCHOOL DAYS was each program available this month?**

- Maximum number for the 2019-2020 school year is 187 days over 40 weeks.

Breakdown by the month: Sep: 19 days, Oct: 22 days, Nov: 19 days, Dec: 15 days,
Jan: 19 days, Feb: 19 days, Mar: 17 days, Apr: 19 days, May: 20 days, Jun: 18 days.

2. **Number of meals and snacks served this month.**

- For definitions of meals (breakfast, early morning meal, lunch) and snacks, please review and follow the Ontario SNP Nutritional Guidelines available on the Program Resources webpage), i.e. 2 items per snack (fruit/vegetable plus one other food group) or 3 items per meal (fruit/vegetable, plus dairy, plus one other food group), enter the number of meals/snacks PREPARED for each month.
- There is no need to count number of students or worry about left overs. Just track the number of items prepared each day, added up for the month.
- A simple tally sheet on a fridge might help to record number of items placed in bins multiplied by number of days available. It MUST be available 3 days per week, or more



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B. Financial Summary

4. **Monthly Revenue**

- This is information regarding financial contributions to your program. Any funds that are contributed by an individual may be eligible for a charitable receipt from The Food Sharing Project.
- Funds collected by the school can be forwarded to The Food Sharing Project to be applied to the program, or used directly at the school for program related expenses (see below).
- Enter total funds received in the appropriate box for the reporting month.
- Most schools enter zeros, if FSP provided all the food used

5. **Monthly Expenses**

- This is information regarding expenditures using revenue (noted above) that are made by parents, teachers or other people who have purchased items in support of the program.
- Please keep any receipts to support expenditures.
- Most schools enter zeros, if FSP provided all the food used.

6. **In-Kind Donations**

- Record details of all donations of items.
- Where possible retain a receipt to confirm actual value.
 - Example: \$25.00 – Parent donated a bushel of apples
 - Example: \$100.00 – Local church group donated a microwave

C. Program Volunteers

- **How many HOURS did volunteers contribute to your program this month?**
- Approximate the number of hours required each day times the number of days for the month.
 - Example:
 - 2 volunteers prepare and serve food and clean up for 1.5 hours each day
 - $2 \times 1.5 \text{ hours} = 3 \text{ hours per day}$
 - $3 \text{ hours per day} \times 20 \text{ serving days} = 60 \text{ hours for the month.}$
- Remember to add in the time spent placing your order, completing your reports and any time spent fundraising or promoting your program.

7. **Please enter the number of volunteers contributing to your program for each category.**

- Please be sure to count ALL the individuals who assist your program such as parents, school staff, the office administrator, custodians, community volunteers and students helpers.