



2018-2019 Online Reporting Guide

Use the Data Reporting Form to track your info. At the end of the month, go online to Webtracker to enter your data.

Here is how to do it:

- Go to www.foodsharingproject.org to access our website.
- On FSP website click “Program Resources” at the top of the page
- Under “School Coordinators Binder” (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 this sheet outlines
- 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 10th OF EACH MONTH
 - If you are trying after the 10th, just “Print” and fax to FSP, or fax the completed sheet

A. Program Activity

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

- ❖ Maximum number for the 2018-2019 school year is 187 days over 40 weeks.

Breakdown by the month:

Sept. – 18 days, Oct. –21 days, Nov. –21 days, Dec. – 15 days,

Jan. -19 days, Feb. – 18 days, Mar. – 16 days, Apr. – 19 days, May – 21 days, June –19 days.

2. Number of meals & snacks served this month.

- ❖ Use the attached tutorial sheets to add up all items served, and divide by number of food groups used for snacks (2 food groups) or meals (3 food groups)
- ❖ A simple tally sheet might help or if you have a universal snack program multiply the number of snacks or meals x the number of days.
- ❖ This takes the guess work out of everything.

3. No need to count the Number of students served this year to date.

- ❖ *This metric has been removed...yay!*

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.

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.

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

7. 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 & serve food and clean up for 1.5 hours each day = 3 hours per day times 20 serving days = 60 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.

8. 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 etc, community volunteers and students.