



## 2021-2022 Online Monthly Reporting Guide

Revised March 1, 2022

At the end of each month, you are required to complete a monthly report of the activities of your Student Nutrition Program. This report is critical to sustain funding for the food program at your school, so please make a point of adding this reporting function to your monthly calendar, and take time to learn how to enter the correct data. \*Please contact us for training and support – we are happy to help.\*

### Monthly Reports are due by the 7<sup>th</sup> of the following month

It is a requirement of all schools participating in The Food Sharing Project's Student Nutrition Program to complete a monthly report. **You must enter your data between the 1<sup>st</sup> and the 7<sup>th</sup> of the following month.** Please set up a reminder on your phone or calendar. Reporting in a timely manner is critical and is linked to funding.

If you do not complete the report by the 7<sup>th</sup> of the following month, you will be locked out of the online system, and will have to fill out a "hard copy" and email it to us.

### It is important that you track "meals served" daily

We suggest you use some tool to track daily meals served, so that it is a simple task for you to add up the numbers at the end of each month to submit to the online Monthly Report. See details and definitions below of how to determine "meals served."

**Monthly Reports are submitted online through Webtracker. Here are instructions and information to assist you in completing the report:**

#### Step 1 – Log in to Webtracker

- Go to the Webtracker login page: <https://mywebtracker.ca/Account/Login/SNPEast> .
- Login using your school's username and password.
- On your school's "dashboard" select the first tab, "Monthly Entry."
- Select the month for which you are reporting.

#### Step 2 – Complete the Monthly Report

- Enter data on the online form for the month for which you are reporting – see the section below for detailed descriptions and definitions of the data you are required to report.
- ALL BOXES MUST BE FILLED – enter a Zero if you do not have anything to report in a box – your data will only save if all boxes have a number entered.
- When you have filled in all the responses, click on "Save and Close" and your report is submitted

#### A. Program Activity

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

- Enter the number of school days your school's Student Nutrition Program operated during the month (This chart is as per the Limestone DSB. *Adjust for school closures as appropriate*):

Sep 2021	18	Oct 2021	19	Nov 2021	21	Dec 2021	13	Jan 2022	21
Feb 2022	18	Mar 2022	18	Apr 2022	18	May 2022	21	Jun 2022	20

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

- A **MEAL** is defined as THREE food items served together, one from each of the three food groups according to the Canada Food Guide: (1) Whole Grains, (2) Protein Foods including Dairy, (3) Vegetables and Fruit.
- A **SNACK** is defined as TWO food items served together, one of which MUST be from the Vegetable and Fruits category.
- Enter the number of MEALS or SNACKS served during the month (*NOT the number of students; NOT the number of individual food items*).
- There is no need to count number of students or worry about left overs. Just track the number of *servings* 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.
- The Province differentiates between three types of **MEALS**: *Breakfast* (prior to start of the instructional day), *Early Morning Meal* (during the morning instructional period) and *Lunch* (at lunch time).

## B. Financial Summary

### 3. Monthly Revenue

- Record any money that was contributed directly to the school for use in your Student Nutrition Program. **Typically, this is ZERO** as all your food is accessed through The Food Sharing Project.

### 4. Monthly Expenses

- Record any money that was spent directly by the school towards your Student Nutrition Program. **Typically this is ZERO** as all your food is accessed through The Food Sharing Project.
- If you do make any purchases, you must keep your receipts.

### 5. In-Kind Donations

- Record details of any items that are donated to your Student Nutrition Program. Where possible retain a receipt to confirm actual value. **Typically, this is ZERO.**
  - Example: \$25.00 value – Parent donated a bushel of apples.
  - Example: \$200.00 value – Local church group donated a microwave.

## C. Program Volunteers

### 6. How many HOURS did volunteers contribute to your program this month?

- Record the number of hours required each day times the number of days for the month.
  - a. Example:
    - i. 2 volunteers prepare and serve food and clean-up for 1.5 hours each day .
    - ii.  $2 \times 1.5 \text{ hours} = 3 \text{ hours per day}$ .
    - iii.  $3 \text{ hours per day} \times 20 \text{ operating days} = 60 \text{ hours for the month}$ .

Remember to add in the time spent placing your order, completing your reports and any time spent fundraising or promoting your program. ***Your time as a Coordinator is considered volunteer time!***

### 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 (and yourself, as Coordinator).