

# Community Meal Programs Monthly Statistics

- On a calendar, record meal/head counts, tray counts or whatever system your program uses to track number of meals
- **People Count:** Look at the “meal/head” counts for the month and select the highest “meal/head” count and use that as the *Total Number of Unduplicated People* served
  - Meal programs **DO NOT** need to report Total Number of Unduplicated Households served



Sample Calendar Tracking Meals/Head Counts

Sample online monthly report form

ABC Community Meal Program  
May 2023

Highest People Total: 160  
1 meal = 1 person

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 100	2 100	3 100	4 100	5 100	6 Closed
7 Closed	8 100	9 100	10 78	11 100	12 100	13 Closed
14 Closed	15 100	16 98	17 80	18 100	19 100	20 Closed
21 Closed	22 120	23 100	24 120	25 80	26 100	27 Closed
28 Closed	29 Holiday-Closed	30 100	31 160			

**Report Year \***  
2023

**Which month are you reporting for? \***  
May

**Type of Program \***

Pantry and/or BackPack

Community Meal Program (Soup Kitchen) or Emergency Shelter

**Total Number of Unduplicated PEOPLE (Adults/Children /Senior) in Household Served this Month \***  
160

This is the number of adults, children and seniors served, but only counted ONCE, regardless of how many times they visited your pantry