



## Statistics Reporting for Food Pantries, Community Meal Sites and Emergency Shelters

If you are new to statistics, contact **Johanny Sanchez** at [jsanchez@rfoodbank.org](mailto:jsanchez@rfoodbank.org) or 401-230-1703 to set up a training!

### Who

All food pantry, community meal sites and emergency shelters members are required to complete monthly statistical reports for the Food Bank as part of their membership requirements. These reports help give us an idea of the number of people in our community who are accessing emergency food assistance services.

### Why

Statistical data is extremely important; it contributes to our grant writing efforts, helps us track general hunger trends in our state, conveys information about your community in relationship to hunger in the state, and lets us know how much food we need to procure for the network.

### When

Your agency's monthly statistics are due to the Food Bank no later than **the 10<sup>th</sup> of each month**. Failure to complete monthly reports may result in your agency becoming temporarily inactive, which means that your agency's account will be unable to preorder or set up an appointment until they are received. Agencies can submit the monthly reports online by logging on to their agency's Agency Express account and following the directions that are posted below. PLEASE NOTE: Late or incomplete statistics may result in your agency being ineligible to place food orders for the month.

### How

Your agency should have a system in place for tracking basic information as required by the Food Bank. The sample Monthly Guest Intake Form illustrates the need to track households, individuals and household visits each month to ensure accurate statistics. Using a form like this can help you easily to transfer the required information into the Food Bank's online statistics page. If you would like an electronic copy of the Monthly Guest Intake Form, contact a member of the Agency Programs team.

## What do the numbers mean?

### **Food Pantry: Individuals**

Simply add up the number of individuals in each household and report the total to us. Even if a guest visits your program multiple times in the same month, only count them once here. As a rule of thumb, your individuals total can never be lower than your household number. A single person household is still counted as a household. It is optional to collect sub-groups, such as adults, children, and seniors and these don't need to be reported to us individually.

***Do not duplicate the household, new families, and individual numbers.***

### **Food Pantry: Households**

This is the total number of households that visit your program each month. Even if a household comes to your program multiple times a month, it should only be counted once here.

### **Food Pantry: Household Visits**

This is the total number of times that each household visits your program within the same month. This number is a **DUPLICATED** number. As a rule of thumb, the household visits number can never be lower than your total household number, but it can be equal to it if your agency only distributes food to households once a month.

### **Food Pantry: New Families**

This is optional to collect and may be helpful to your agency when determining how much food to procure if you see a steady increase in households. While we ask for this number specifically, it should also be rolled into the total household and individual numbers.

### **Meal Sites & Shelters: Total Meals**

This is a duplicated count of the total number of meals served by your **meal site or shelter** within the month.

### **Backpack Programs: Total Bags**

This is a duplicated count of total bags distributed within a month.

## Sample: Monthly Guest Intake Form

| MONTH:  |                        | YEAR:   |              |        |       |       |                                | VISITS FOR MONTH |        |        |        |        |                         |       |
|---------|------------------------|---------|--------------|--------|-------|-------|--------------------------------|------------------|--------|--------|--------|--------|-------------------------|-------|
|         | Head of Household Name | Address | New Family a | Senior | Adult | Child | Total Individuals in Household | Week 1           | Week 2 | Week 3 | Week 4 | Week 5 | Total House-hold Visits | Notes |
| 1       |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 2       |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 3       |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 4       |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 5       |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 6       |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 7       |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 8       |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 9       |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 10      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 11      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 12      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 13      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 14      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 15      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 16      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 17      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 18      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 19      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| 20      |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |
| Totals: |                        |         |              |        |       |       |                                |                  |        |        |        |        |                         |       |

## Entering Statistics Online

**Step 1:** Go on the [Agency Portal](http://www.rifoodbank.org) on our website [www.rifoodbank.org](http://www.rifoodbank.org) and then click on yellow button Agency Express Ordering. This will bring you to the login page where you will submit your statistics.

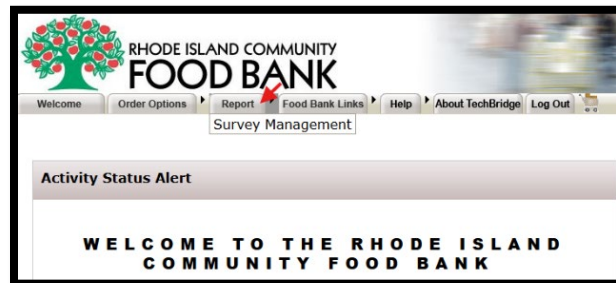
**Step 2:** Login with your login credentials provided by the Food Bank.

**Username** = Each Shopper will have a specific username.

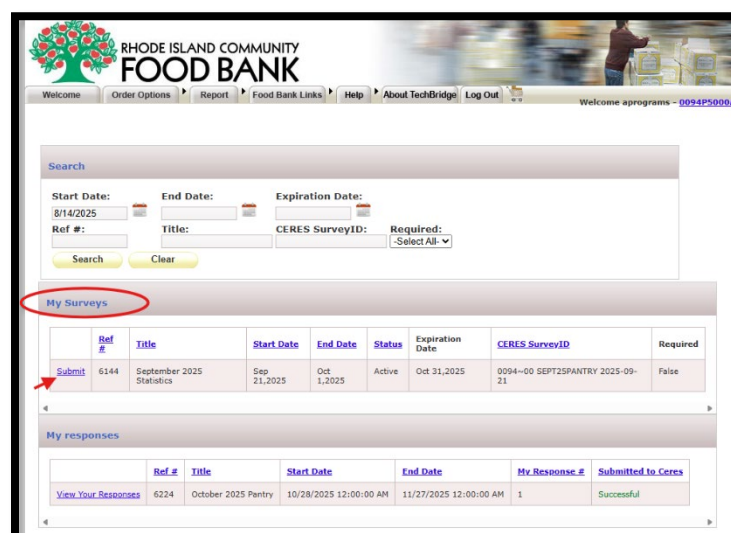
**Password** = The default password will be Change12.

**Program Code** = The program code will be 0094 + P + your Agency number.  
Ex. 0094P1234A

**Step 3:** Once logged in, place your cursor over the tab where it says Reports and click on Survey Management. This is the page where you will enter statistics.



**Step 4:** Under My Surveys find the title of the month that you are submitting for. Click on Submit to open the stats/survey questionnaire.



**Step 5:** Enter your statistics. Once it's opened you will see the blank fields to fill in. The questions that appear will be specific to your program type (Food Pantries, Meal Sites (including Shelters), or Backpack programs). If you have more than one program, you will have to login and enter statistics under the corresponding account.

**September 2025 Statistics**  
September 2025 Statistics

What is the total number of individuals served? \*

What is the total number of households served? \*

What is the number of household visits in the reporting period? \*

What is the number of NEW families served?

Comments

Submit

Use the comment section to enter any special distributions or circumstances (ex. closed for the month)

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*In this example, these fields are specific to Food Pantries.*

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**Step 6:** Click Submit, to complete your stats entry.

***Please note statistics must be entered by the 10<sup>th</sup> of each month. You can also edit your statistics if an error occurs up until the 10<sup>th</sup> of each month.***