



Monthly Survey Form

For clients served in the month of: _____

Acct # _____

IN ORDER TO CONTINUE RECEIVING FOOD, THIS FORM MUST BE SUBMITTED NO LATER THAN THE 5TH OF EVERY MONTH FOR THE PRECEEDING MONTH.

Agency Name: _____

Program Name (if different): _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Mobile Number: _____ County: _____

Contact Person: _____

E-mail: _____

1. If any of the information listed above has changed, report changes below:

Address: _____

Phone Number: _____ Mobile Number: _____

Contact Person: _____

E-mail: _____

2. Days / Hours of Operation:

Mon	_____ am/pm	_____ am/pm
Tue	_____ am/pm	_____ am/pm
Wed	_____ am/pm	_____ am/pm
Thurs	_____ am/pm	_____ am/pm
Fri	_____ am/pm	_____ am/pm
Sat	_____ am/pm	_____ am/pm
Sun	_____ am/pm	_____ am/pm

UNDUPLICATED NUMBERS: PLEASE SEE # 3 ON PAGE 3

3. Ages of Persons Served

Infant - 17 _____

18-64 _____

65 and over _____

Total _____

= Total
(Must equal)

4. Race/Ethnicity of Persons Served

White/Anglo _____

African-American _____

Hispanic/Latino _____

Asian _____

Other _____



5. Number of clients below poverty _____ Number of clients above poverty _____.
6. Approximately what % of food did you receive from the Houston Food Bank this Month? _____
7. **PANTRY PROGRAMS ONLY**: # of households served _____ # of individuals served _____.
8. **SNACK PROGRAMS ONLY**: # of snacks served this month _____
9. **MEALSITES ONLY**: # of meals served this month _____
10. Do you serve all zip codes: _____ yes _____ no
If no is selected, please list zip codes served _____.
11. **Client Choice**: _____ yes _____ no
12. **Social Services**:
Number of clients:
Employment Assistance _____
Nutrition Education _____
Health Screenings _____
Counseling _____
Social Service Assistance _____ (SNAP, WIC, CHIP, Medicaid)
Education _____ (GED, ESL, job training, etc)
Life Skills _____ (budgeting, etc)
13. If your agency does not provide any of the social services listed above, did you refer clients to other agencies/ resources: _____ yes _____ no

Please fax, mail, or email survey to the attention of the Agency Services Department at:
535 Portwall
Houston, TX 77029
Fax: 832-369-3868
Email: ywilliams@houstonfoodbank.org
www.houstonfoodbank.org



Instructions for completing the Monthly Survey Report

Please complete and submit the survey form each month whether or not you received food from the Food Bank or served any clients. The completion of this form is one of the terms of your signed contract with the Houston Food Bank. The form should be submitted by the **5th of the month** for the month just ending to avoid any interruptions in service from the Food Bank. Please fill in **all** of the information that is applicable for your agency. **You must complete one separate report for each program.** Thank you.

For the month of: This is for the month that you are reporting, not the date that you completed the report. The month reported should include unduplicated numbers from the first to the last day of that month only.

Your contact information has been pre-entered.

1. Updated Information: If the information entered has changed, please provide updated information.

2. Days & Hours of Operation: Include the scheduled hours that you are open.

3. Ages of Persons Served: The # of individuals (not households) in each age range. Please count individuals only once (unduplicated), even though you may have served them more than once during the month. Do not use percentages. **(Total must match race and ethnicity total column.)**

4. Race/Ethnicity of Persons Served: The # of individuals (not households) in each category. You may estimate this. Do not use percentages. **(Total must match ages of persons served total column.)**

5. Number of Clients below/above poverty: Using the TEXCAP guidelines, list the number of individuals that are below the guidelines and the number that are above. **The total of these two numbers should equal the totals of the age and race served categories.** Please contact Agency Services if you need a copy of the TEXCAP guidelines. **(DO NOT USE PERCENTAGES, ACTUAL NUMBERS ONLY)**

6. % of food received from HFB: Include the percentage of product you received from HFB as opposed to other sources. This percentage may be estimated.

7. Pantry Programs Only: If your program is a food pantry, include the number of families/households **and** the number of individuals that you provided food for this month. The **total of individuals** should equal the totals from the age and race served categories.

8. Snack Programs Only: If your program is providing snacks, please include the total number of snacks that you served for this month. **(No pantries should be serving snacks.)**

9. Mealsite Programs Only: If your program is providing meals for its clients, please include the total # of meals for this month. For example, if your agency serves 25 people 3 meals a day for 30 days, you would have served 2,250 meals for that month: $25 \times 3 \times 30 = 2,250$. (Note: a snack = 1/2 meal: $25 \times 3.5 \times 30 = 2,625$).

10. Zip Codes Served: If you do not serve all zip codes, please list the zip codes your agency serves. This information can and will change.



11. Client Choice: A form of distribution. Client Choice allows the client to select pantry items based on their choice of product/items available through your pantry. If you are not a pantry, please skip this entry.

12. Social Services: If your agency provides any of the services listed, please provide the number of clients receiving services.

13. Client Referrals: If you were unable to provide services to client did you refer them to other agencies?