**Food Relief Agency - Record Sheet**

The recording of data on donated food and meals provided is vitally important for the following reasons:

* Enables your organisation to keep track of who is donating what and so be able to report and promote this both within your organisation and through local media.
* Provides valuable information to support future grant applications to assist your agency to access available funding and resources.
* Helps to more easily identify your agency’s food needs and manage the response as situations change.
* Provides input into what is happening across the region (the bigger picture) and will assist in developing future education programs to further improve food rescue.

**DONATED FOOD (KGS)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pick Up Date | Food Donor | Fruit & Veg’s | Prepared Meals & Sandwiches | Dairy & Eggs | Raw Meat & Seafood | Cooked Meat & Seafood | Deserts & Pastries | Bread | Drystock Pantry items | Drinks | Other | **Total (Kgs)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**MEALS PROVIDED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | PLATED MEALS (EAT IN) | TAKEAWAY MEALS | FOOD PARCELS | OTHER | **TOTAL MEALS** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |