



**Newark Branch – New Menus as of 4/24/15**  
**ORDER FORM COVER SHEET**

Agency Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

Pick up Date: \_\_\_\_\_ Time: \_\_\_\_\_  Delivery Date: \_\_\_\_\_

**Pages sent including coversheet: \_\_\_\_\_**

**Hours:**

**Monday- Thursday: 8:30 a.m. – 12:00 p.m. and 1:00 p.m. – 2:00 p.m.**

**Shopper's Choice on Fridays: 8:30 a.m. – 12:00 p.m.**

**Contact Customer Service:**

Phone: (302) 292-1305 ext 219

Fax: (302) 292-1309

Email: CService@fbd.org

Weekly menus can be found at [www.fbd.org](http://www.fbd.org) under the Partners section!

**Next menu: 5/1/15**

**We will be closed Monday, May 4th**

**Order Sheet**

<b>Product #</b>	<b>Quantity</b>	<b>Description</b>

**Agency:** \_\_\_\_\_ **Agency #:** \_\_\_\_\_

**Pick up**   **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Delivery**   **Date:** \_\_\_\_\_

Item Code			Item Description	Packing	Unit Weight	Charge Per LB	Charge Per Unit	Total Cost/Unit	U/M	Qty Available
<b>Free Delivery with Order of 36</b>										
702759	DON	BEV	Beverage Items (Sorted)	Bulk	20	\$0.00	\$1.00	\$1.00	CASE	1,244
702762	DON	SCS	Condiments (Sorted)	Bulk	25	\$0.00	\$0.00	\$0.00	CASE	423
702763	DON	SNK	Snacks/Desserts (Sorted)	Bulk	10	\$0.00	\$0.00	\$0.00	CASE	1,456
<b>Dollar Menu</b>										
702239	DON	BAK	10" Pie Shells (20 per case)	20 per case	13	\$0.00	\$0.00	\$1.00	CASE	27
702955	DON	BAK	Whole Wheat Frozen Pizza Dough (12/16 oz)	12/16 oz	14	\$0.00	\$0.00	\$1.00	CASE	48
702954	DON	VEG	Okra, Cut & Frozen (12/20 oz)	12/20 oz	16	\$0.00	\$0.00	\$1.00	CASE	21
702512	DON	VEG	Squash, Cooked and Frozen (24/12 oz)	24/12 oz	20	\$0.00	\$0.00	\$1.00	CASE	66
702993	U	VEG	Black Eyed Peas, Repacked Frozen (1 Bag) (Must order full case 27 bags)	1 Bag	1	\$0.00	\$0.00	\$1.00	EACH	1,245
<b>Price Reductions</b>										
703010	DON	NFI	Sponges (120 per pack)	120 per pack	1	\$0.05	\$0.00	\$0.05	CASE	820
702785	DON	SOU	Vegetarian Black Bean Soup, Low Fat (4/8 lbs)	4/8 lbs	32	\$0.00	\$0.00	\$2.00	CASE	39
702555	PUR	VEG	Pumpkin, Canned (24/15 oz)	24/15 oz	26	\$0.00	\$13.90	\$13.90	CASE	10
<b>Snacks and Desserts by the CASE</b>										
702717	DON	AFI	Sorbet Strawberry Bar (12/15 oz)	12/15 oz	14	\$0.19	\$0.00	\$2.66	CASE	74
702610	DON	SNK	Butter Cream Caramel Icing	12/12 oz	9	\$0.19	\$0.00	\$1.71	CASE	15
703030	DON	SNK	Crème Brulee Cookies (12/15.5 oz)	12/15.5 oz	15	\$0.19	\$0.00	\$2.85	CASE	5
703008	DON	SNK	Frozen Yogurt, Black Cherry (8/1 pints)	8/1 pints	7	\$0.19	\$0.00	\$1.33	CASE	42
703032	DON	SNK	Mandarin Lime Fruit Bar (12/16.5 oz)	12/16.5 oz	15	\$0.19	\$0.00	\$2.85	CASE	15
<b>Assorted Frozen Product by the POUND</b>										
702026	DON	AFI	Assorted Frozen Water Ice	Varies	1	\$0.19	\$0.00	\$0.19	LB	1,189
702642	DON	BAK	Bakery, Assorted Frozen	Bulk	1	\$0.00	\$0.00	\$0.00	LBS	828
702641	DON	BAK	Bread, Assorted Frozen	Bulk	1	\$0.00	\$0.00	\$0.00	LBS	1,491
<b>Bread and Grains by the CASE</b>										
702166	DON	BAK	Multi-Grain Toast (150 slices)	Bulk	15	\$0.00	\$0.00	\$0.00	CASE	188
702760	DON	CER	Breakfasts/Cereals (Sorted) Limit 5	Bulk	10	\$0.19	\$0.00	\$1.90	CASE	307
703043	DON	CER	Toasted Oats (12/14 oz) Limit 5	12/14 oz	15	\$0.19	\$0.00	\$2.85	CASE	16
702761	DON	PAS	Pasta/Rice (Sorted)	Bulk	12	\$0.19	\$0.00	\$2.28	CASE	364
<b>Purchase Bread and Grains by the CASE</b>										
00234	PUR	BAK	Corn Muffin Mix (24/7.5 oz)	24/7.5 oz	14	\$0.00	\$10.40	\$10.40	CASE	6
701840	PUR	BAK	Pancake Mix (12/16oz)	12/16oz	14	\$0.00	\$12.61	\$12.61	CASE	96
702929	PUR	BAK	Pie Crust Mix (24/9 oz)	24/9 oz	15	\$0.00	\$18.29	\$18.29	CASE	77
702323	PUR	CER	Corn Flakes (12/7 oz)	12/7 oz	9	\$0.00	\$14.69	\$14.69	CASE	102
702179	PUR	CER	Frosted Flakes (12/7 oz)	12/7 oz	9	\$0.00	\$14.24	\$14.24	CASE	76
702180	PUR	CER	Honey Nut Toasted Oats	12/7 oz	9	\$0.00	\$14.17	\$14.17	CASE	37

			(12/7 oz)							
702403	PUR	CER	Oatmeal, Quick Cooking (12/14 oz)	12/14 oz	11	\$ .00	\$11.90	\$11.90	CASE	181
702178	PUR	CER	Raisin Bran (12/7 oz)	12/7 oz	9	\$ .00	\$14.17	\$14.17	CASE	91
00227	PUR	PAS	Spaghetti (20/1 lb.)	20/1 Pound	21	\$ .00	\$13.91	\$13.91	CASE	139
700454	PUR	RIC	Long grain Enriched Rice (24/1 lb)	24/ 1lb bags	24	\$ .00	\$14.17	\$14.17	CASE	55

**Beverages by the CASE**

703044	DON	BEV	Creamy Iced Coffee (12/8 oz)	12/8 oz	7	\$ .19	\$0.00	\$1.33	CASE	85
702696	DON	BEV	Crystal Light (12/0.7 oz)	12/0.7 oz	1	\$ .19	\$0.00	\$0.19	CASE	1,718
703015	DON	BEV	Lemon Tea (12/16 oz)	12/16 oz	14	\$ .19	\$0.00	\$2.66	CASE	1,015
702974	DON	BEV	Lime Margarita Drink Mix (Alcohol Free)	12/12 count	3	\$ .00	\$0.00	\$0.00	CASE	109
703016	DON	BEV	Peach Tea (12/16 oz)	12/16 oz	14	\$ .19	\$0.00	\$2.66	CASE	51
702874	DON	BEV	Water, Purified (6/1 gallons)	6/1 gallons	23	\$ .00	\$0.00	\$0.00	CASE	76

**Purchase Beverages by the CASE**

702552	PUR	BEV	Tea Bags (24/100 count)	24/100 count	10	\$ .00	\$25.94	\$25.94	CASE	7
702887	PUR	BEV	Tea Bags (24/80 count)	24/80 count	9	\$ .00	\$21.89	\$21.89	CASE	93

**Dairy by the POUND**

01601	DON	DAI	Dairy Product	Pounds	1	\$ .00	\$0.00	\$0.00	LB	2,874
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**Purchase Dairy by the CASE**

701570	PUR	DAI	Milk 1% Shelf Stable (12/32 oz)	12/32 oz	24	\$ .00	\$18.33	\$18.33	CASE	328
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**Fruit by the CASE Limit 5**

701820	DON	FRU	Fruit Products (Sorted)	Bulk	30	\$ .19	\$0.00	\$5.70	CASE	45
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**Purchase Fruit by the CASE**

00638	PUR	FRU	Apple Sauce (24/15 oz)	24/15 oz	30	\$ .00	\$18.07	\$18.07	CASE	158
702168	PUR	FRU	Fruit Cocktail (24/15 oz)	24/15 oz	26	\$ .00	\$24.44	\$24.44	CASE	167
00300	PUR	FRU	Mandarin Oranges (24/11 oz)	24/11	20	\$ .00	\$12.09	\$12.09	CASE	90
702167	PUR	FRU	Peaches (24/15 oz)	24/15 oz	26	\$ .00	\$23.01	\$23.01	CASE	122
700968	PUR	FRU	Pears (24/15oz)	24/15 oz	23	\$ .00	\$24.05	\$24.05	CASE	83

**Purchase Juice by the CASE**

00184	PUR	JUI	Apple Juice (12/46oz)	12/46 oz	44	\$ .00	\$21.97	\$21.97	CASE	51
19622	PUR	JUI	Orange Juice (12/46 oz)	12/46	44	\$ .00	\$29.77	\$29.77	CASE	35

**Meat by the CASE**

**NOTE:** For every donated turkey ordered you must order a PUR turkey as well. Contact Customer Service with any questions.

701855	DON	MEA	Protein Products (Sorted)	Bulk	25	\$ .19	\$0.00	\$4.75	CASE	87
703000	DON	MEA	Bubba Burger, Jalapeno (12/2 lbs)	12/2 lbs	24	\$ .19	\$0.00	\$4.56	CASE	37
703034	DON	MEA	Cheeseburger w/bun (6/20 oz)	6/20 oz	10	\$ .19	\$0.00	\$1.90	CASE	15
703036	DON	MEA	Chicken Strips, Breaded (9/56 oz)	9/56 oz	32	\$ .19	\$0.00	\$5.99	CASE	5
702834	DON	MEA	Chicken/Poultry, Assorted (25 lb box)	25 lb box	25	\$ .00	\$0.00	\$5.25	CASE	125
703033	DON	MEA	Mini Cheeseburger w/bun (6/18 oz)	6/18 oz	9	\$ .19	\$0.00	\$1.71	CASE	5
888888	DON	MEA	Turkeys Whole 12 Pound Average (DONATED)	EACH	12	\$ .19	\$0.00	\$2.28	EACH	562

**Meat by the POUND**

701756	DON	MEA	Tray/Retail Pack Poultry (min 40 lb)	varies	1	\$ .19	\$0.00	\$0.19	LB	2,965
700925	DON	MEA	Whole Chickens &/or Oven Roasters (25#Min Ord)	Varies	1	\$ .19	\$0.00	\$0.19	LB	2,961

702637	DON	MEA	Chicken/Poultry, Assorted Frozen	Bulk	1	\$.19	\$0.00	\$0.19	LBS	2,676
702638	DON	MEA	Pork, Assorted Frozen	Bulk	1	\$.19	\$0.00	\$0.19	LBS	612
01106	DON	MEA	Asst Bulk CHICKEN (40 Lb Min Order!)	BULK	1	\$.00	\$0.00	\$0.00	POUND	214
<b>Purchase Meat by the CASE</b>										
702262	PUR	MEA	Beef Stew (12/24 oz)	12/24 oz	21	\$.00	\$20.93	\$20.93	CASE	159
702870	PUR	MEA	Tuna (100/3 oz)	100/3 oz	25	\$.00	\$26.00	\$26.00	CASE	60
00191	PUR	MEA	TUNA packed in water (48/5 oz)	48/5 oz	25	\$.00	\$36.27	\$36.27	CASE	207
703022	PUR	MEA	Hot Dogs, Chicken and Pork (16/12 oz)	16/12 oz	12	\$.00	\$19.19	\$19.19	CASE	218
702994	PUR	MEA	Sausage Links (10 lb bag)	10 lb bag	10	\$.00	\$19.40	\$19.40	CASE	174
701229	PUR	MEA	Whole Turkeys (14-16 lb - purchased)	14-16 lb	16	\$.00	\$19.01	\$19.01	EACH	5,794
<b>Misc. Meal Boxes</b>										
00220	DON	MES	Emergency Food Box	Bulk	30	\$.21	\$0.00	\$6.22	CASE	597
702982	DON	MES	Turkey Stuffing (9/12 oz)	9/12 oz	8	\$.19	\$0.00	\$1.55	CASE	5,980
<b>Meals and Entrees by the CASE</b>										
702317	DON	MES	Frozen Mashed Potatoes	4/5 lbs	20	\$.19	\$0.00	\$3.80	CASE	5
<b>Meals and Entrees by the POUND</b>										
702916	DON	MES	Entrees, Assorted Frozen	Bulk	1	\$.19	\$0.00	\$0.19	LB	1,398
<b>Purchase Meals and Entrees by the CASE</b>										
00800	PUR	MES	Beef Ravioli (24/15 oz)	24/15 oz	28	\$.00	\$21.84	\$21.84	CASE	93
00047	PUR	MES	Chicken & Dumplings (12/24 oz)	12/24 oz	20	\$.00	\$21.71	\$21.71	CASE	57
702670	PUR	MES	Chicken and Dumplings (12/13 oz)	12/13 oz	12	\$.00	\$13.39	\$13.39	CASE	275
00192	PUR	MES	Chicken Stuffing Mix (12/6 oz)	12/6 oz	7	\$.00	\$12.74	\$12.74	CASE	36
702559	PUR	MES	Holiday Side Dish Kit (24/16.5 oz)	24/16.5 oz	28	\$.00	\$48.89	\$48.89	CASE	47
702263	PUR	MES	Instant Mashed Potatoes (12/13 oz)	12/13 oz	11	\$.00	\$16.30	\$16.30	CASE	477
00196	PUR	MES	Macaroni and Cheese Dinner (24/7.25 oz)	24/7.25 oz	15	\$.00	\$11.83	\$11.83	CASE	342
700930	PUR	MES	Pork & Beans (24/15 oz)	24/15 oz	24	\$.00	\$18.85	\$18.85	CASE	125
<b>Non-Food Items by the CASE</b>										
702112	DON	NFI	3 Ring Binders	12 Binders	14	\$.19	\$0.00	\$2.66	CASE	39
702976	DON	NFI	Airborne Gummies	12/21 oz.	4	\$.19	\$0.00	\$0.76	CASE	2
702936	DON	NFI	Airwick Air Fresheners (12/170 g)	12/170 g	6	\$.19	\$0.00	\$1.14	CASE	22
702376	DON	NFI	Sunblock Spray SPF 30	12/5 oz	6	\$.00	\$0.00	\$0.00	CASE	220
702975	DON	NFI	Windshield Washer Fluid (6/1 gallons)	6/1 gallons	50	\$.00	\$0.00	\$5.00	CASE	5
<b>Non-Food Items by the POUND</b>										
702607	DON	NFI	Non Food Items (Bulk)	Bulk	1	\$.19	\$0.00	\$0.19	LBS	3,145
<b>Purchase Non-Food Items by the CASE</b>										
703027	PUR	NFI	Bar Soap, Fresh Scent (24/3.5 oz)	24/3.5 oz	6	\$.00	\$11.57	\$11.57	CASE	118
703029	PUR	NFI	Shampoo (12/12 oz)	12/12 oz	11	\$.00	\$12.09	\$12.09	CASE	69
<b>Purchase Non-Meat Proteins by the CASE</b>										
00194	PUR	NMP	Creamy Peanut Butter (12/18 oz)	12/18 oz	16	\$.00	\$21.71	\$21.71	CASE	202
00297	PUR	NMP	Kidney Beans (24/15 oz)	24/15 oz	23	\$.00	\$17.29	\$17.29	CASE	25
703017	PUR	NMP	Vegetarian Beans (24/15 oz)	24/15 oz	24	\$.00	\$17.36	\$17.36	CASE	76
<b>FRESH PRODUCE</b>										

01113	DON	PRO	Fresh Fruits & Vegetables	Pounds	1	\$0.00	\$0.00	\$0.00	LB	27,966
<b>Sauces and Condiments by the CASE</b>										
702888	DON	SCS	Hot Sauce, Franks (4/1 gallons)	4/1 gallons	38	\$0.19	\$0.00	\$7.22	CASE	18
702681	DON	SCS	Premium Fruit Pectin (24/1.75 oz)	24/1.75 oz	3	\$0.19	\$0.00	\$0.57	CASE	18
703038	DON	SCS	Moonshine BBQ Sauce, Non-alcoholic (8/4 lbs)	8/4 lbs	32	\$0.19	\$0.00	\$6.08	CASE	179
702998	DON	SCS	Horseradish Sauce, Bagged (8/32 oz)	8/32 oz	17	\$0.00	\$0.00	\$0.00	CASE	3
<b>Purchase Sauce and Condiments by the CASE</b>										
19710	PUR	SCS	Cranberry Sauce (Canned)	24/300	25	\$0.00	\$19.22	\$19.22	CASE	58
702631	PUR	SCS	Grape Fruit Spread, Squeezable (12/19 oz)	12/19 oz	15	\$0.00	\$16.64	\$16.64	CASE	175
700534	PUR	SCS	Grape Jelly (12/18oz)	12/18 oz	20	\$0.00	\$16.64	\$16.64	CASE	48
701757	PUR	SCS	Ketchup (16/24oz)	16/24oz	29	\$0.00	\$14.60	\$14.60	CASE	62
700338	PUR	SCS	Pancake Syrup (12/24 oz)	12/24 oz	22	\$0.00	\$17.55	\$17.55	CASE	53
702464	PUR	SCS	Spaghetti Sauce (12/24 oz)	12/24 oz	28	\$0.00	\$13.33	\$13.33	CASE	93
702783	PUR	SCS	Spaghetti Sauce, Meat (12/24 oz)	12/24 oz	19	\$0.00	\$13.33	\$13.33	CASE	162
<b>Purchase Snacks and Desserts by the CASE</b>										
702848	PUR	SNK	Saltine Crackers (24/16 oz)	24/16 oz	29	\$0.00	\$26.29	\$26.29	CASE	45
<b>Soup by the CASE</b>										
702764	DON	SOU	Soup Products (Sorted)	Bulk	25	\$0.19	\$0.00	\$4.75	CASE	134
<b>Purchase Soup by the CASE</b>										
00206	PUR	SOU	Chicken Noodle Soup (24/10.5 oz.)	24/10.5 oz	20	\$0.00	\$16.25	\$16.25	CASE	192
701008	PUR	SOU	Chicken Rice Soup	24/10.5oz	16	\$0.00	\$14.17	\$14.17	CASE	225
00207	PUR	SOU	Condensed Tomato Soup (24/10 oz.)	24/10 oz	20	\$0.00	\$13.65	\$13.65	CASE	118
<b>USDA limit 10 cases per agency</b>										
701022	USD	USD	Peaches (24/15 oz)	24/15oz	23	\$0.00	\$0.00	\$0.00	CASE	4
702729	USD	USD	Dried Cranberries (16/30 oz)	16/30 oz	32	\$0.00	\$0.00	\$0.00	CASE	93
702736	USD	USD	Raisins (24/15 oz)	24/15 oz	24	\$0.00	\$0.00	\$0.00	CASE	116
702462	USD	USD	Blueberries, Frozen (12/2.5 lbs)	12/2.5 lbs	30	\$0.00	\$0.00	\$0.00	CASE	21
702406	USD	USD	Cherries (Frozen)	Bulk	40	\$0.00	\$0.00	\$0.00	CASE	23
01007	USDA	USD	Cherries (8/2 lbs)	8/2 lbs	16	\$0.00	\$0.00	\$0.00	CASE	1
03251	USDA	USD	Cranberry Juice Concentrate (12/11.5 oz)	12/11.5 oz	11	\$0.00	\$0.00	\$0.00	CASE	1
<b>USDA no limit on these items</b>										
703020	USD	USD	Cranberry Cocktail Concentrate (12/11.5 oz)	12/11.5 oz	12	\$0.00	\$0.00	\$0.00	CASE	3,060
703028	USD	USD	Cranberry Sauce (24/14 oz)	24/14 oz	24	\$0.00	\$0.00	\$0.00	CASE	663
702283	USD	USD	Grape Juice (8/64 oz)	8/64 oz	32	\$0.00	\$0.00	\$0.00	CASE	902
702060	USD	USD	Blueberries (8/3 lbs)	8/3 lbs	24	\$0.00	\$0.00	\$0.00	CASE	2,736
702190	USD	USD	Chicken Leg Quarters (4/10 lb bags)	4/10 lb bags	40	\$0.00	\$0.00	\$0.00	CASE	1,639
<b>Vegetables by the CASE</b>										
702766	DON	VEG	Tomato Products (Sorted)	Bulk	30	\$0.19	\$0.00	\$5.70	CASE	112
702765	DON	VEG	Vegetable Products (Sorted)	Bulk	35	\$0.19	\$0.00	\$6.65	CASE	683
<b>Purchase Vegetables by the CASE</b>										
00205	PUR	VEG	Corn Whole Kernel (24/15 oz)	24/15 oz	28	\$0.00	\$14.17	\$14.17	CASE	154

700870	PUR	VEG	Green Beans (24 15 oz)	24/14.5oz	22	\$ .00	\$13.65	\$13.65	CASE	168
00200	PUR	VEG	Mixed Vegetables (24/15 oz)	24/15 oz	28	\$ .00	\$17.36	\$17.36	CASE	67
701152	PUR	VEG	Potatoes diced (24/15 oz)	24/15oz	23	\$ .00	\$18.07	\$18.07	CASE	46
25879	PUR	VEG	Scalloped Potatoes (12/5 oz)	12/5oz	5	\$ .00	\$11.57	\$11.57	CASE	40
00199	PUR	VEG	Sliced Carrots (24/15 oz)	24/15 oz	28	\$ .00	\$17.36	\$17.36	CASE	132
00433	PUR	VEG	Sweet Peas (24/15 oz)	24/15 oz	27	\$ .00	\$15.47	\$15.47	CASE	138
00203	PUR	VEG	Sweet Potatoes (24/15 oz.)	24/15 oz	30	\$ .00	\$15.56	\$15.56	CASE	41

**Weekly Announcements:**

**WE HAVE TEFA P FROZEN BLUEBERRIES!**

**BE SURE TO ORDER!**

**ITEM #702060-USD**



The Food Bank is requesting that you collect feedback from your clients. Please feel free to use the below form. The Partner Relations Coordinator will keep track of partners who turn in completed forms. Please fax or mail back to the Food Bank (302) 292-1309 or 14 Garfield Way, Newark, DE 19713 Attn: Partner Relations Coordinator. Clients may fill them out while they are waiting or return at a different time.

**Thank you for participating with our program.**

**Please take the time to share what this program means to you. We would like to share your experience with our legislators, funders and others that are considering partnering with us to help serve or to be served.**

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**Information provided will be confidential; no identifying information will be shared.**

**Zip Code: \_\_\_\_\_**

## **SPECIAL!**

**This month order donated meal boxes without having to order an equal number of purchased meal boxes!**

### **Meal boxes include:**

- 1 Peanut Butter\*
- 2 Breakfast (cold cereal, hot cereal, or granola bars)
- 1 Snack/Dessert (family size)
- 3 Pasta/Rice
- 3 Soups
- 2 Beverages (powered is acceptable)
- 4 Canned meat/beans
- 2 Tomato products
- 2 Condiments
- 3 Fruits
- 6 Vegetables

Do you have clients who are willing to share their stories with the Food Bank of Delaware's communication department? The stories will be featured in newsletters, e-newsletters, social media and on the Food Bank's website. Clients will also be trained to become advocates to voice their opinions with elected officials and the media as it relates to hunger and poverty! To learn more or to suggest a client, please contact Kim Turner, Communications Director, at (302) 444-8074 or [kturner@fbd.org](mailto:kturner@fbd.org).

**FOOD BANK OF DELAWARE  
MONTHLY HUNGER RELIEF TRACKING SHEET**

This tracking is to ensure all the communities needs are being met. All Hunger Relief Partners are required to track and submit numbers on a monthly basis. Please submit a separate form for each of your feeding programs.

Agency \_\_\_\_\_

Account # \_\_\_\_\_

County: (Please circle one)            **NCC**                    **KENT**                    **SUSSEX**

Month: (Please circle one)            **JAN**    **FEB**    **MAR**    **APR**    **MAY**  
    **JUN**    **JUL**    **AUG**    **SEP**    **OCT**    **NOV**    **DEC**

Contact Person \_\_\_\_\_

Phone # (        ) \_\_\_\_\_

Please indicate the total number of households, individuals, adults, children, and first-time participants for the month which you have indicated above. A first time client is one whom you have not serviced before OR one who has not sought your services since **JULY 1st of 2014**.

	Total # of Households	Total # Adults	Total # Children	Unduplicated # of Households	Unduplicated # Adults	Unduplicated # Children	# of Households First Visit Since 7/1/14?
<b>Total</b>							

The total #'s of households, adults and children are the total number served during the month.

The unduplicated #'s should reflect the first time the client is served in the month but not any return visits.

**The first visit should reflect the households who are being served for the first time since 7/1/14.**

Please be aware that this sheet supercedes all previous tally sheets distributed by the Food Bank and should be completed each month and returned promptly to ensure that our records remain accurate. Thank you for your cooperation, it is greatly appreciated. **The back of this form is provided for you to use as a worksheet to better track your clients. PLEASE DO NOT FAX THE WORKSHEET, keep it for your records!**

Please Fax to (302) 292-1309, email to [sstevens@fbd.org](mailto:sstevens@fbd.org) or send to Food Bank of Delaware, Delaware Industrial Park, 14 Garfield Way, Newark, DE 19713; *Attention: Partners Relations Coordinator*