

# Reporting

All Members of the Food Bank of Northeast Georgia are required to report statistics by the end of each month, detailing how many people are served by their distributions. This information is vital to our mission of connecting neighbors with nourishing food.

Once statistics are submitted, you cannot edit them. If you have issues with recording your statistics, need previous statistics updated, or have any questions, please visit the [Agency Page](#) of our website to contact the Membership Coordinator for your organization's county.

Because information is dependent on what type of distributions our Members conduct, we have simplified our statistics to three categories of questions: All Members, USDA, and On Premises Meals (OP). Members should only report the questions apply to their type(s) of distributions when entering statistics on the Online Ordering system (Primarius).

Explanations for each question we now ask are listed below.

## All Members

### **ALL MEMBERS: Total number of people served through Food Pantry**

- This number includes both those served during regular Food Pantry distributions as well as those who have received emergency food through your organization's Food Pantry.

### **ALL MEMBERS: Total number of people served (through USDA, GNAF, and general food assistance)**

- A complete number of every person/household you have provided food sourced through the Food Bank in any capacity.

## Members Using USDA Product

### **USDA: Number of Mobile Pantry Distributions you hosted this month**

- A Mobile Pantry Distribution is a pre-paid and scheduled distribution with foods selected and delivered by the Food Bank with the purpose of quick food allocation to hundreds of local families. This is not to be confused with your organization offering a Drive-Thru Pantry, which has food selected and delivered by your organization's associates.

### **USDA: Number of people served through Mobile Pantry Distribution(s)**

- The total number of households which received USDA food through a Mobile Pantry Distribution, recorded by the number of completed TEFAP forms.

### **USDA: Number of Households which received USDA (number of completed TEFAP forms)**

- The total number of households which received any amount of USDA food through all types of distributions, recorded by the total number of completed TEFAP forms collected from all types of distributions involving USDA products, besides On-Premises (OP) meals.

### **On-Premises Meals**

#### **OP: Number of meals prepared and served (does NOT include USDA or GNAP product)**

- The number of people receiving prepared meals using any amount of food provided through the Food Bank's Sharing Floor only.

#### **OP: Number of meals prepared and served using USDA product**

- The number of people receiving prepared meals using any amount of USDA food provided through the Food Bank's online ordering system.

#### **OP: Total number of meals prepared and served**

- The total number of people receiving prepared meals using any amount of food provided through the Food Bank.