



District Food Drive Chair – Reporting Instructions

District Chairs, please provide the following information to the Provincial Food Drive Director by end of day **Monday** following Collection Day. It is important that this information is received on time as it is used for press releases and communications.

Mandatory Information:

- Pounds of food collected for your District (preferably shown by Area)

Optional Information (but Recommended):

- Number of routes completed - This is useful for each district to track to help plan for future years. It helps to gauge growth from year to year.
- Number of Addresses visited - This is useful for each district to track number of flyers required.
- A point form account of all local Community Partners , including their names and the nature of their contributions. If they provided financial or material support to your local event, please indicate the quantity or the monetary value if you know.
- Bags donated per route. This is nice to have, but not required. It can be helpful to track which are your more productive areas
- The total volunteers who worked on collection routes, delineated by Community Partner (including LDS). Total Ward/Branch Food Drive officers. This can include anyone who took on extra responsibilities besides collection routes/sorting food.

Most of the information can be obtained by issuing “Collection Route Report Forms” with each route flyer and bag bundle, and then collecting them from volunteers when they check in on Collection Day.