

Home Delivered Meals Monthly Report Checklist

Site Name:

Month:

Year: 2016-2017

Enclosed	Item
	Monthly Meal Order Summary <ul style="list-style-type: none"> All blank fields should be completed.
	Donation Summary Report <ul style="list-style-type: none"> Each day's donations must be signed by two people to verify the amount Attach the deposit receipts Deposit donations before the end of the month
	Temperature Record <ul style="list-style-type: none"> Record the temperature of all food components, including milk upon departure and upon return from each route
	Daily Route Sheets <ul style="list-style-type: none"> Each route sheet must be signed by the driver in ink, vouching for delivery of each meal Additions/deletions from each route must be made in ink Additions must include: name, address, number of meals, type of meal (e.g. hot, liquid, frozen)
	Home Delivered Meal Volunteer Registration Documents <ul style="list-style-type: none"> Each volunteer driver must submit: 1. a volunteer registration form and 2. a background check form (i.e. Authorization and Release form), confidentiality agreement, & volunteer training verification form
	Volunteer In-Kind Record <ul style="list-style-type: none"> OCED needs this to match the funding provided by the funder in order to continue receiving funding Volunteers must sign to vouch for the hours provided to the program
	Newsletter/Fliers/Activities <ul style="list-style-type: none"> Our funder likes to know what's going on at the site

Comments, Questions, Concerns:

