

Tastebuds Monthly Report Quick Guide

A. Days Operating and number of meals and/or snacks prepared

Find your program type on the details section of Web Tracker, this is the row you will report your data in. Unless you speak with your CDW, you will report as the same program type every month.

Calculate Days Operating

- This is the number of days the program ran that month. Remember to account for any P.A days, holidays or other school closures.

Meals/ Snacks Served

- This is how many whole meals or snacks are served per day of the program
- This is **not** how many students access the program per day

Example 1: A grab and go morning meal (3 food groups) program puts out
65 apples 55 muffins 60 yogurt cups = **55 meals served**



Example 2: A snack (2 food groups) program sends 10 bins to 10 classes, each bin contains
15 servings of carrots 10 boiled eggs x 10 classes = **100 snacks served**



B. Program Expenditure

Enter expenses for food, grocery foundation vouchers (not being used in 2021-2022) and equipment. Make a note of what equipment was purchased if equipment expenditures are being reported.

Do not include a "\$" before any expenses, you will not be able to save the report.

520.83



\$520.83



C. In-Kind Donations

1. Report the average number of volunteers and average numbers of hours of support per day.
2. Report any additional donations of food, equipment or Egg Farmers of Canada coupons used.

Please do not report your expenses in this section.

D. Internal Financial Contribution

Report any additional funding received through fundraising, grants, President's Choice Children's Charity or monetary donations. Do not report funding received from Tastebuds.