

# Food Pantry Sign-in

Total Children:	_____
Total Adults:	_____
Total Elderly:	_____

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions**

- Count each person in the household who receives food, even if only one person came to the pantry.
- Count every person each time they receive food from your pantry.
- Count ONLY complete packages distributed. DO NOT count people if you are only distributing single items (ex. only pasta or only 2 cans of beans). Please reference the packing guide.
- If you do not know a client's age, please estimate.

Children:	All those between 0 and 17 years of age.
Adults:	All those between 18 and 64 years of age.
Elderly:	All those 65 and older.

	Signature of Participant	Children	Adults	Elderly
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL</b>				

# Food Pantry Sign-in Cover Sheet

Organization: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Instructions**

- Add the number of Children, Adults, Elderly, Turned Away, and Refused at the bottom of each page in the dark box that says **TOTAL**
- Enter those totals into the chart below
- Add the numbers for each category

PAGE NUMBER	Children	Adults	Elderly	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL</b>				<b>Total # Served</b>