CONNECTICUT FOOD BANK

CLIENT-TRACKING SPREADSHEET

UPDATED AUTUMN 2020

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Connecticut Food Bank is committed to alleviating hunger in Connecticut by providing food resources, raising awareness of the challenges of hunger, and advocating for people who need help meeting basic needs. Connecticut Food Bank partners with the food industry, food growers, donors, and volunteers to distribute nutritious food to people in need. Connecticut Food Bank distributes food through a network of partners and programs in Fairfield, Litchfield, Middlesex, New Haven, New London, and Windham counties – where nearly 400,000 people struggle with hunger. In 2019, Connecticut Food Bank distributed food to help provide 24 million meals.

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While agencies are free to create their own method for tracking guests, we have created an Excel spreadsheet that we encourage food pantries to use. We have set up columns to enter clients' names, addresses, phone numbers, and date of TEFAP or CTNAP completion.

If your agency accepts CTNAP food, you must collect information about the age, race, ethnicity, and sex of your guests. We acknowledge that these metrics, which are mandated by the government, are limited in scope and lack many racial, gender, or ethnic options that guests may identify with. Connecticut Food Bank has no control over what information is required by the state, and we encourage our agencies to request that guests report information that most closely matches with how they identify.

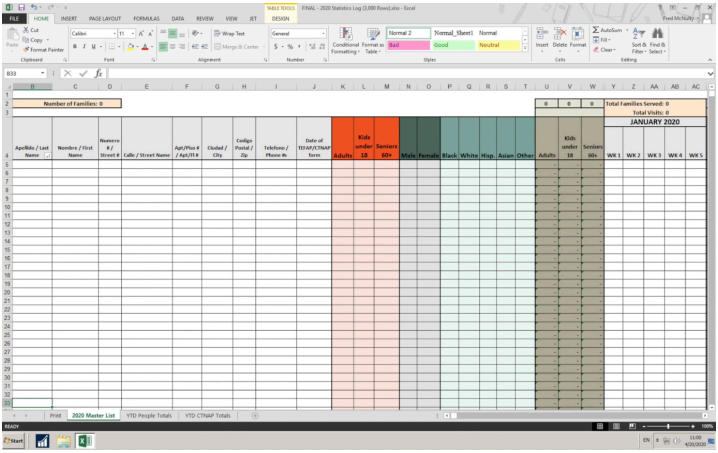
As TEFAP forms are completed, the information in your spreadsheet on the *Master List* tab must be updated as well. After entering the new date under the TEFAP column, the chart in the *YTD CTNAP Totals* tab will populate. "YTD" stands for "Year To Date."

When you check people in, keep the *Master List* tab up to date. As you do so, the *YTD People* tab will also be kept up to date. The information that becomes populated in the *YTD*

People Totals tab, will be the information needed to make monthly reports to Connecticut Food Bank.

On the spreadsheet, *YTD CTNAP Totals* tab will be populated with information of how many people have been signed or re-signed with TEFAP and/or CTNAP. *YTD People Totals* will be populated with the total number of people served.

There are two spreadsheets that calculate meal totals differently – “meal formula” and “pounds to meals.” Make sure you are using the correct spreadsheet. Very few agencies weigh food out to each household.

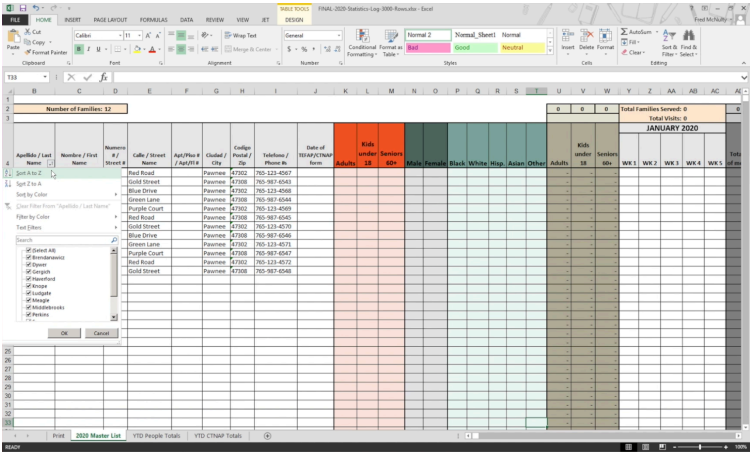


The *Master List* tab on the spreadsheet.

The spreadsheet that uses the meal formula is based on three (3) meals per day, per person, per visit. This is tracked by recording the number “1” for each visit in the weeks under each month. If you weigh out food by household, use the pounds to meals spreadsheet and enter the number of pounds given to the household at each visit. Feeding America uses the USDA calculation that 1.2 pounds of food constitutes a single meal equivalent. At Connecticut Food Bank, we are aware that the amount of meals may vary from

guest to guest, but we use these formulas across the board to help quantify the services we provide to the community.

When adding names, do not worry about doing it in alphabetical order. Once all of the names have been entered, they can later be organized by Excel. Simply click on the column tab and press “sort.” Alternatively, you can click on the dropdown arrow in the Last Name Column cell; at the top of the dropdown box you can select Sort A to Z and all of the names will be alphabetized accordingly.



This dropdown menu provides sorting options to organize data.

Please do not delete or add to this spreadsheet as you may disrupt the formulas that drive essential calculations. If you need to delete an individual from the list, you can use the Tab key to advance to the next cell and delete the data. In the month section, remove the data in Week 1 through Week 5 columns and then re-alphabetize.

Once a sheet has been populated with a large number of names, finding a specific entry might seem daunting. However, by using Find you can easily search for a keyword in your sheet. You can access Find by going to the Edit

menu and clicking on Find. Alternatively, Mac users can press Command ⌘ + F, and Windows users can press Control + F to access Find.

It is advised that a computer or tablet be used to easily sign guests in. If your agency does not have that capability, you are able to print the information that you have already entered into the Excel sheet by using the *Print List* tab. The information modified in the Master List will always update the Print List.

Be warned that self-administered sign in sheets can often result in mixed results due to poor handwriting, illiteracy, language barriers, and other related issues. If possible, we recommend having a volunteer help sign in guests to avoid these potential pitfalls.

Do not forget to periodically save your work while entering information to avoid preventable data loss.

Monthly statistics are due by the 15th of each month. We hope that this method simplifies the process for all agencies who choose to employ it. If you have any questions, please contact your Regional Partnership Coordinator.