Community Partner Reporting Requirements

Manna Harvest Inc. will provide to Community Partner a form on which to record required information and signature regarding each person to whom Community Partner disburses product. It will be necessary to fill out a new form each time the recipient receives goods.

In the event Community Partner chooses to use its own form, the following is a listing of all information required to be reported to Manna Harvest Inc. for each person that receives goods from Community Partner:

· Distribution date

· Family name

· Address

· E-mail

· Number in family

o Number of adults

o Number of children (under the age of 18)

o Number of Seniors (over the age of 60)

o Number of Veterans

· Ethnicity

· Number and type of items disbursed

· Client signature

 The requirements may change from time to time in order to collect all necessary information and statistics for grant writing purposes.