



## Gather 2 Grow Summer Lunch Program - Record Keeping and Form Checklist

### **Daily Count Sheets**

This must be completed daily; one form for each day of service and each location being served. Be sure to get a signature from a trained supervisor.

### **Weekly Meal Count Sheets**

One form should be completed for each week of service. This form and all Daily Meal Count Sheets should be emailed to Conrad after meal service on the last day of the week.

### **Maintain Accurate Inventory Counts**

This can be done in any way that makes sense to you but it should include:

- Number meals served each day
- Number of total meals remaining each day
- Number of each individual meal type remaining each day
- Number of meals ordered and date ordered/picked up

### **Meal Order Form**

Using the provided Google Form, please submit one each time an order is needed. As a reminder, we ask you to submit orders a minimum of 72 hours before you would like to pick them up if you are in Kent County and at least a week if you are located in any other county.

### **Copies of Signed Order “Invoices”**

You are responsible for tracking when orders are placed, when orders are picked up, as well as verifying the correct quantity and type were received. All issues and discrepancies should be reported to Feeding America West Michigan immediately.

### **Civil Rights Training Forms**

You are responsible for ensuring that any member of your team participating in this program has read and signed the Civil Rights Training handout. This is to be completed by all participants annually.

### **Agency Agreement and Release Form**

This is your agency contract with Feeding America West Michigan. This is completed once unless there is a change in leadership.

### **Signed Policies and Procedures Form**

This is an accompaniment to the required annual operational and civil rights trainings. It is an acknowledgement that you understand our rules and agree to follow them.