****

**Retail Store Donation Tracking Form**

**Agency:**

**Store Name and Location: Date:**

**Submit Poundage Reports WEEKLY through the online system.**

**Any questions or concerns contact your Community Resource Representative.**

**\*FOR WEIGHTS: UTILIZE SCALE THAT HAS BEEN PROVIDED\***

***Estimated Poundage per Category (see estimate below for each category based on a bananas box of that product)***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date(s) >>>** |  |  |  |  |  |  |  |
| **Bakery 25lbs**  (Cakes, cookies etc.) |  |  |  |  |  |  |  |
| **Bread 20lbs**  (All bread items) |  |  |  |  |  |  |  |
| **Dairy 40lbs**  (All dairy products) |  |  |  |  |  |  |  |
| **Eggs**  (by the dozen) |  |  |  |  |  |  |  |
| **Dry Goods 28lbs**  (shelf stable) |  |  |  |  |  |  |  |
| **Meals 40lbs**  (Refrigerated dinners, sandwiches, salads etc.) |  |  |  |  |  |  |  |
| **Meat 35lbs**  (Pork, beef, poultry, etc.) |  |  |  |  |  |  |  |
| **Mix Frozen 35lbs**  (Frozen items besides meat) |  |  |  |  |  |  |  |
| **Non Food 35lbs**  (Cleaners, personal items etc.) |  |  |  |  |  |  |  |
| **Produce 35lbs**  (fresh fruits and vegetables) |  |  |  |  |  |  |  |

**COMMENTS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**