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**KIT COUNT SHEET**

All Food banks must report the amount of kit items and milk left after each food bank via:

* Email: agency.food.relations@harvestmanitoba.ca
* Phone: 204.982.3663 ext. 433
* Fax: 204.775.4180 (Attention: Greg Schroeder, Agency Food Relations Associate)

Food Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Food Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit at least 48 hours prior to your next run date:

Day of the week: □ Monday □ Tuesday □ Wednesday

 □ Thursday □ Friday □ Saturday

Items left over (by units):

Non-perishable Boxes: \_\_\_\_\_\_\_\_\_\_

Perishable Boxes: Please do not keep, hand out as extras or to walk-ins

Green Taped Bags: Please do not keep, hand out as extras or to walk-ins

Freezer Items/Bags: Please do not keep, hand out as extras or to walk-ins

Baby Kits: \_\_\_\_\_\_\_\_\_\_

Milk kept on site: \_\_\_\_\_\_\_\_\_\_

Milk returned to Harvest: \_\_\_\_\_\_\_\_\_\_

Number of registered clients who received non-perishable box today: \_\_\_\_\_\_\_\_\_\_\_\_\_

***Walk-ins are not to receive non-perishable boxes.*** *They may receive any of the perishable food left over after the registered clients are finished. Please encourage them to make a food bank appointment with Harvest Manitoba by calling 204.982.3660 or email appointments@harvestmanitoba.ca.*

Number of walk-ins: \_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions about this form, please call the Agencies Office at 204.982.3663 Ext. 433 and speak with an Agency Team Member.