

How to complete your Food for Learning monthly summary on-line

1. Go to www.hpedsb.on.ca or www.alcddb.on.ca
2. Click on Food for Learning apple (hpedsb) or Click on Community Partners, then Food for Learning (alcddb)
3. Go to Coordinators resources (click little girl dressed in pink)
4. Click abacus/calculator picture
5. Enter your login and password (type in exactly as is on the sample provided, these fields are case sensitive)
6. You will now be in your school. Choose the month you are entering information for from the list provided and proceed to enter your information for questions 1 – 8
 - A. Program Activity
 - 1) *How many days was each program available this month?*

The number of days in the month the program was available to students
 - 2) *Number of meals and snacks served this month.*

Please develop a method to determine the actual number of meals and snacks served each month. A simple tally sheet might help to keep track of the meals served daily. You will add each day's tally together to get the monthly total; for snacks count the number of items that are consumed that month.
 - 3) *Number of students served*

This is the total number of individual students from your school that have accessed a nutrition program so far this year; students are only counted once, the first time they access the program; last month's total will automatically pop up - add new participants to this total each month (ex. your reported on your monthly submission that in September you served 35 students, and then in October 7 new students that were never served before participated; 35 will pop up on your October submission, but you will change it 42 to include the 7 new students). **This number can not exceed the total number of students that attend your school.**
 - B. Financial Summary
 - 4) *Monthly Revenue*

You will enter all cash that you received this month for your Food for Learning program, from each of the various sources listed (all non-cash donations are recorded below in under in-kind donations); **any money you received from Food for Learning, including reimbursements, are entered in SNP Partnership**
 - 5) *Monthly Expenses*

How much was spent this month to operate your Food for Learning programs

6) *In kind donations*

Record here any donations that you received that was NOT money (food, supplies, etc.)
– estimate the value of the donations and please be sure to indicate where it came from and what was donated (including milk from Reid's, Bread from the Independent Grocers, parents, food drives, etc.)

C. Program Volunteers

7) *How many hours did volunteers contribute to your programs this month?*

Total hours combined for all people contributing to your program during the month
(remember that all people who help with the nutrition programs are considered volunteers – teachers, EA's, youth workers, community volunteers, etc.)

8) *Please enter the number of volunteers contributing to your program for each category*

How many people are on the 'volunteer roster' for your program – and who are they

7. Once all eight pieces of information are entered, be sure to enter your name on the bottom of the screen in the 'Completed by' box. This is how the database will recognize that your data has been entered.
8. When all required boxes have been filled, go back to the top of the page and click Save and Close
9. You will be back at your school file page and you will see your name next to the month you just entered for – you can go back to this month to make changes up until the 10th of the following month. After the 10th you will not be able to enter any new data or make any corrections, however you will be able to review any data previously entered.