



## St. Mary's Food Bank Alliance Backpack Tracking List



### When to Submit:

Sites should update backpack tracking list **weekly**.  
Submit updated backpack tracking list **every Friday or following Monday** to your site specialist via Scan or Email to remain in "Good Standing."

How to Insert:	Order/Delivery Changes:
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Please place a "1" or "2" beside each child's name as he/she receives their weekly Backpack.  
Only #'s are acceptable.  
Please do **NOT** use "X" marks within this spreadsheet.  
Hand written or digital inserts are acceptable.

It takes **approximately 1-2 weeks** to make adjustments to your BP order.  
Please notify your St. Mary's Child Nutrition Specialist via **email** or **phone** to make any adjustments.

### Inventory

If you begin to have inventory notify your St. Mary's Child Nutrition Specialist. We can **skip** your backpack delivery for one or more weeks to help you catch up. Our "food" **bags are made 1 week in-advance** so any request to skip will be changed on your next delivery not made.

### Increment of "3" rule

Any requests to **increase** or **decrease** your backpack order will be rounded to the nearest increment of three. For example, if you request to increase to 37 bags weekly. I will increase your order to 39 bags.

### Frequently Asked Questions:

Can I send forms hand written?	<b>ANSWER:</b> YES, this document was created to be utilized either by printing and tracking by hand or done completely electronically. It is up to the sites preference.
What if a child no longer wants the bags? How do I track that?	<b>ANSWER:</b> Each month there can be flux of children who rejected or added to the backpack list. If you already inserted the children who rejected then you can mark a "0" each week. The next month you can remove their name from the list.
Do I need to send an updated "Student List" and this "BP Tracking List" when new/old children come on?	<b>ANSWER:</b> NO, this form will replace the task to update the Student List when new or old children fall off.
What does the "Total other families" mean at the bottom of the page?	<b>ANSWER:</b> The "Total other families" is where you insert the children/families that happen to come unexpectedly or come on a one-time basis.
What if I have no deliveries but I have inventory, do I need to submit this form still?	<b>ANSWER:</b> YES, if you have inventory and distributing the Backpacks each week you need to submit this tracking sheet until all the inventory is depleted.
What if I have more than 30 children on my list weekly, how do I track the additional children?	<b>ANSWER:</b> If you have more than 30 children and need more space to track the additional children you will need to print a second copy of each month. Then submit 2 copies weekly to properly track all students. Please continue to add the "Total" and "Initial" on each page before submitting.



## St. Mary's Food Bank Alliance Backpack Tracking List



### Example

Site Name: Christopher Robin Academy		January (2022)			
		Week 1 JAN 3 - 7	Week 2 JAN 10 - 14	Week 3 JAN 17 - 21 <span style="color: red;">MLK Day 1/17</span>	Week 4 JAN 24 - 28
		Menu 4	Menu 1	Menu 2	Menu 3
Child's Name or Initial	Notes				
1.) Winnie the Pooh		1	1	0	1
2.) Tigger	Skipped one week	1	0	0	1
3.) Kanga		1	1	0	1
4.) Piglet	2 bags (family of 6 or more)	2	2	0	1
5.) Owl	No longer needs (Sep 20, 2021)	1	1	0	0
6.) Eyeore		1	1	0	1
7.) Roo		1	1	0	1
8.) Christopher Robbin - NEW	New added (Sept 13, 2021)	0	1	0	1
9.)					
10.)					
11.)					
12.)					
13.)					
14.)					
15.)					
16.)					
17.)					
18.)					
19.)					
20.)					
21.)					
22.)					
23.)					
24.)					
25.)					
26.)					
27.)					
28.)					
29.)					
30.)					
<b>Total other families: (Insert Below)</b>					
Rabbit's Family	Requested one-time	1	0	0	0
<b>Total:</b>		<b>9</b>	<b>8</b>	<b>0</b>	<b>7</b>
<b>Initial after each week (Required before submitting):</b>		<b>CD</b>	<b>CD</b>	<b>CD</b>	<b>CD</b>

By Initialing after each week. You certify that the above information is true and accurate.



## St. Mary's Food Bank Alliance Backpack Tracking List



Site Name: \_\_\_\_\_

Child's Name or Initial		Notes		January (2022)			
				Week 1 JAN 3 - 7	Week 2 JAN 10 - 14	Week 3 JAN 17 - 21 <b>MLK Day 1 /17</b>	Week 4 JAN 24 - 28
				Menu 4	Menu 1	Menu 2	Menu 3
1.)							
2.)							
3.)							
4.)							
5.)							
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27.)							
28.)							
29.)							
30.)							
<b>Total other families: (Insert Below)</b>							
<b>Total:</b>							
<b>Initial after each week (Required before submitting):</b>							

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## St. Mary's Food Bank Alliance Backpack Tracking List



Site Name:

### February (2022)

Child's Name or Initial	Notes	February (2022)			
		Week 1 JAN 31 - FEB 4	Week 2 FEB 7 - 11	Week 3 FEB 14 - 18	Week 4 FEB 21 - 25 <span style="color: red;">President's Day 2/21</span>
		Menu 4	Menu 1	Menu 2	Menu 3
1.)					
2.)					
3.)					
4.)					
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29.)					
30.)					
<b>Total other families: (Insert Below)</b>					
<b>Total:</b>					
<b>Initial after each week (Required before submitting):</b>					

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## St. Mary's Food Bank Alliance Backpack Tracking List



Site Name: \_\_\_\_\_

Child's Name or Initial		Notes		March (2022)				
				Week 1 FEB 28 - MAR 4	Week 2 MAR 7 -11	Week 3 MAR 14 - 18	Week 4 MAR 21 - 25	Week 5 MAR 28-APR 1
				Menu 4	Spring Break	Spring Break	Menu 3	Menu 4
1.)								
2.)								
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30.)								
<b>Total other families: (Insert Below)</b>								
<b>Total:</b>								
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## St. Mary's Food Bank Alliance Backpack Tracking List



Site Name: \_\_\_\_\_

		April (2022)			
		Week 1 APR 4 - 8	Week 2 APR 11 - 15 <b>Good Friday 4/15</b>	Week 3 APR 18 - 22	Week 4 APR 25 - 29
Child's Name or Initial	Notes	Menu 1	Menu 2	Menu 3	Menu 4
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2.)					
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30.)					
<b>Total other families: (Insert Below)</b>					
<b>Total:</b>					
<b>Initial after each week (Required before submitting):</b>					

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## St. Mary's Food Bank Alliance Backpack Tracking List



Site Name:

### May (2022)

Child's Name or Initial	Notes	May (2022)			
		Week 1 MAY 2 - 6	Week 2 MAY 9 - 13	Week 3 MAY 16 - 20 <b>Last Day of School</b>	Week 4 MAY 23 - 27 <b>Last Day of School</b>
		Menu 1	Menu 2	Menu 3	Menu 4
1.)					
2.)					
3.)					
4.)					
5.)					
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