



## SFBFS – Grocers Feed the Hungry Daily Weight Reporting

**A DAILY WEIGHTS FORM NEEDS TO BE FILLED OUT FOR EACH DONOR STORE**

**STORE DONOR NAME:** \_\_\_\_\_

**AGENCY NAME:** \_\_\_\_\_

DAY	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
<b>DATE</b>							
Bread and pastries							
Dairy and egg products							
Produce							
Deli, prepared and perishable							
Frozen meat, fish, poultry							
Other frozen food (non-meat)							
Non-perishables (unsorted)							
Non-food items							
<b>Daily Weights “Submitted” ✓ Off</b>							

**PLEASE SUBMIT DAILY WEIGHT TOTALS BY DATE OF PICK UP, NOT WEEKLY TOTALS AND BY 8:00PM. EVERY WEDNESDAY**

REPORTING ESSENTIALS	PRODUCTS	INCLUDES THESE ITEMS
1. Reporting weights on time is required and is a condition of your GFTH participation.	Bread and pastries	All packaged bread, pastries and other products
	Dairy and egg products	All dairy products (milk, yogurt cheese, almond milk, soy milk, coffee mate, pudding etc.)
2. Always report all weights for the previous week before Wednesday at 8:00pm.	Produce	Fresh vegetables, fruits and misc.
	Deli, prepared and perishable	All packaged ready to eat meals (sandwiches, salads with dressing, entrees, luncheon meats, etc.) from the deli section.
3. Daily reporting is highly recommended.	Frozen meat, fish, poultry	All frozen meats, poultry, seafood and fresh Omeat products from the freezer section
4. If you realize an error or a mistake has been made, please contact PACE immediately for a correction.	Other frozen food (non-meat)	All frozen non-meat products (vegetable, fruit, frozen entrees etc.) from the freezer section.
	Non-perishables (unsorted)	All beverages, water, baby food and mixed unsorted consumable goods.
5. Sort, weigh & record for accuracy.	Non-food items	All clothes, household supplies, cleaning supplies, etc.

PACE OFFICE - 1951 Bell Avenue Sacramento, CA 95838 • (916) 925-3240 • All GFTH forms can be found on the SFBFS website [sacramentofoodbank.org](http://sacramentofoodbank.org) • Grocers Feed the Hungry Tool Kit