



Meet Up & Eat Up - Record Keeping and Form Checklist

Daily Count Sheets

This must be completed daily; one form for each day of service and each location being served. Be sure to get a signature from a trained supervisor.

Weekly Meal Count Sheets

One form should be completed for each week of service. This form and all Daily Meal Count Sheets should be emailed to Conrad after meal service on the last day of the week.

Maintain Accurate Inventory Counts

This can be done in any way that makes sense to you but it should include:

- Number meals served each day
- Number of total meals remaining each day
- Number of each individual meal type remaining each day
- Number of meals ordered and date ordered/picked up

Meal Order Form

Should be completed each time an order is needed. As a reminder, we ask you to submit orders a minimum of 48 hours before you would like to pick them up.

Copies of Signed Order “Invoices”

You are responsible for tracking when orders are placed, when orders are picked up, as well as verifying the correct quantity and type were received.

Civil Rights Training Forms

You are responsible for ensuring that any member of your team participating in this program has read and signed the Civil Rights Training handout. This is to be completed by everyone annually.

Agency Agreement and Release Form

This is your agency contract with Feeding America West Michigan. All agencies complete this annually.

Signed Policies and Procedures Form

This is an accompaniment to the required annual training which acknowledges that you understand our rules and agree to follow them.