

COUNTING YOUR FOOD DONATIONS

Whether you are dropping off items from a food drive or picking up donations from your local red barrel site, accurately counting the incoming food donations is one of the most helpful things you can do. **Please be sure to complete a donation receipt as completely and accurately as possible anytime you bring in donations.** Certain items must be counted differently because of their packaging and how they are distributed. see our most common examples below:

FOOD ITEMS: TOTAL NUMBER OF CANS OR BOXES OF FOOD. Counted items that are individually wrapped as the # on the box. They can be distributed individually.
ex: A box of 12 granola bars would be counted as 12

BREAD AND BAKERY: a dozen donuts would be counted as 12; a loaf of bread as 1.
DIAPERS: list the number of diapers in a box or sack.
ex: A box diapers is 88 not 1.

DMARC DONATION RECEIPT		DONATION DESCRIPTION	
DONOR INFORMATION <input type="checkbox"/> remain anonymous Name of Donating Individual/Group/Organization/Store _____ Street Address _____ City _____ State _____ ZIP _____ Contact Person _____ Phone _____ Email _____ Delivered by _____		Checks \$ _____ Cash \$ _____ # Food Items _____ # Individual Dairy Items (small) _____ # Individual Dairy Items (large) _____ # Individual Bread Items _____ # Individual Bakery Items _____ Lbs. of Meat _____ Lbs. of Produce _____ # Hunger Sacks (\$____ per sack) _____ # Individual Diapers _____ # Baby Food Items _____ # Individual Cans of Infant Formula _____ # Personal Care Items _____ # Travel-size Personal Care Items _____ # Individual Tampons/Pads _____ # Household Product Items _____ # Miscellaneous Items _____	
DONATION SOURCE <input type="checkbox"/> Food Drive <input type="checkbox"/> Food Rescue <input type="checkbox"/> Donation Drop-off <input type="checkbox"/> Garden <input type="checkbox"/> Red Barrel <input type="checkbox"/> Other _____ <i>please write red barrel location in notes!</i>			
<small>Thank you for your contribution(s) as detailed above. No goods or services were provided in exchange for your contribution. Your support will help DMARC provide food to those in need. Des Moines Area Religious Council, Inc. is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN#42-0788211.</small>			
DATE ____ / ____ / ____ Received by _____ NOTES <i>if you have Misc. items define what they are here</i>			

BABY FOOD: a box of 24 jars of baby food would be counted as 24.

PERSONAL CARE ITEMS: a dozen bars of soap would be counted as 12.

TAMPONS/PADS: count the number in the package and record that number.

HOUSEHOLD PRODUCTS: count the number in each package and record that number. (ex. household cleaning products) some items like Kleenex or baby wipes should be counted by the number of packages we can distribute - not items (we don't pass out tissues one-by-one!).