

Congregate Meal Program Glossary and Statistics Form

To Complete Monthly Congregate Meal Program (CMP) Statistics:

- A. **Month/Year:** Enter the month that you will be compiling stats for and the current year.(i.e. September 2004).
- B. **Project Name:** Enter your organization's name.
- C. **Community Area:** Enter your community area.
- D. **Charge Per Meal:** Enter the current cost per meal for seniors. Please note that if the costs per meal are different for each type of meal served (i.e. meals served on site and meals taken out), then they all must be identified.
 1. **Number of Meals Served:**
 - a. **On Site:** Identify the total number of meals that were served on site in a congregate dining setting for the month. This includes the regular meal participants and guests.
 - b. **Take Out:** Identify the total number of meals that were purchased on site by the seniors for the purpose of them taking the food back to their residence. This includes frozen, prepackaged, delivery to suites, heat and serve
 - c. **Total:** is calculated by adding the On Site and Take Out. Formula (a + b).
 2. **Number of Times Meals Served This Month:** Enter the total number of days the congregate meal program operated in the month.
 3. **Average Number of Meals Per Day:** Total number of meals served this month divided by the number of times meals were served this month. Round to the nearest whole number (numbers with decimals .5 and higher, round up to the next nearest number, otherwise round down.)
 4. **Number of Volunteers Providing Service:**
 - I. **Number of Volunteers in a year** – total number of individuals in the community that provide volunteer services to assist with only the congregate meal program. **Please keep volunteers providing service separate from the tenant resource program or community resource council. This figure will be provided at fiscal year end March.**
 - II. **Total Number of Volunteer Hours** – Identify the total number of volunteer hours of volunteers whom provide volunteer services in a month. Round to the nearest whole number (numbers with decimals .5 and higher, round up to the next nearest number, otherwise round down). **Please keep volunteers providing service separate from the tenant resource program or community resource council. This figure will be provided at fiscal year end March**



CONGREGATE MEAL PROGRAM MONTHLY REPORT

SITE NAME: _____

COMMUNITY AREA: _____

MONTH/YEAR: _____

COST PER MEAL: _____

DATA SUBMITTED IS ONLY THE FUNDED CONGREGATE MEAL PROGRAM. THIS DOES NOT INCLUDE OTHER PROGRAMS THAT YOU MAY PROVIDE.

NUMBER OF MEALS SERVED	
A) On site meals	
B) Take out meals includes delivery to suites, homes, frozen, heat and serve	
C) Total meals served (a+b)	
D) Number of days meals served	
E) Average meals served per day for the month (c d =e)	

VOLUNTEERS	
Total number of volunteers hours	

Total number of individual volunteers in a given year (April 1 to March 31) – REPORTED ANNUALLY	
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Revised Date: *July 6, 2017*
Deadline: *5 Working Days After the End of the Month*

Email address: SupportServicestoSeniorsStats@wrha.mb.ca