Soup Kitchen Sign-in

Organization: _____   **Date: _____**

Instructions

- Count each person who is served a meal at each meal time.
  - For example, if a person is served breakfast and lunch on your site in the same day, count this person as two people served.
- <u>Do not</u> count individuals who return for seconds as an additional person served.
  - Count each person **once** per mealtime.

Children:	All those between 0 and 17 years of age.
Adults:	All those between 18 and 59 years of age.
Elderly:	All those 60 and older.

	Signature of Participant	Children	Adults	Elderly
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
	TOTAL			

Soup Kitchen Sign-in Cover Sheet

Organization: _____   **Today's Date: _____**

Instructions

- Add the number of Children, Adults, Elderly, Turned Away, and Refused at the bottom of each page in the dark box that says **TOTAL**
- Enter those totals into the chart below
- Add the numbers for each category

PAGE NUMBER	Children	Adults	Elderly	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				**Total # Served**
TOTAL				