

Summer Food Service Program
Instructions for Meal Count Form (Weekly Consolidated)

1. Use this form to consolidate the daily meal count information (see Daily Meal Count Form).
2. Use a separate consolidated meal count form for each meal type.
3. Information for Item 1-9 should be transferred directly from the Daily Meal Count Form for the week.
4. Information for Item 10, Money Collected/To Be Collected For Adult Meal, is not collected on the Daily Meal Count Form.
5. When completed, this form must be signed and dated by the Site Supervisor.

Summer Food Service Program Meal Count (Weekly Consolidated)

Site Name: _____

Address: _____ Phone Number: _____

Site Supervisor: _____ Week of: ____/____/____

Meal Type: (Circle) B L Sn Su	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total for Week
1. Number of meals received/prepared								
2. Number of meals available from previous day								
3. Number of first meals served to children								
4. Number of second Meals served to children								
5. Number of meals served to Program adults								
6. Number of meals served to non-Program adults								
7. Number of incomplete or damaged meals								
8. Number of leftover Meals								
9. Number of additional children requesting a meal after all available meals are served								
10. Money collected/to be collected for adult meals								
Remarks:					Signature of Site Supervisor:			