

Brown Bag Program - Quarterly Activity Report CDA 5 (REV 12/18/2008)

Instructions for Completion

General Information

- Quarter Ending - Enter the month and year of the reporting quarter. For example: the quarter ending September 30, 2005, enter 09/2005.
- Report Date - Enter the date the report is completed, reviewed and submitted.
- PSA Number - Enter your Planning and Service Area Number.
- Agency Name - Enter your Area Agency on Aging name.
- Person Completing Report – Enter the name of the person completing the report.
- E-Mail address – Enter the e-mail address of the person completing the report.
- Telephone number – Enter the telephone number of the person completing the report.

Data Elements

- Unduplicated Number of Participants Served Year to Date - All participants are enrolled in the first quarter of the fiscal year (baseline quarter) and new participants are added quarterly to maintain a running total. Note: A participant is counted only once during the reporting year. The unduplicated participant count will never go down from one quarter to the next; it will either stay the same or go up.
- Number of Pounds of Food Distributed this Quarter - Enter the total number amount (in pounds) of food distributed during the quarter.
- Number of Unduplicated Volunteers Year to Date – Record the number of unduplicated volunteers that worked during this quarter. All volunteers are enrolled in the first quarter of the fiscal year (baseline quarter) and new volunteers are added quarterly to maintain a running total. A volunteer is counted only once during the reporting year. The unduplicated volunteer count will never go down from one quarter to the next; it will either stay the same or go up.
- Number of Volunteer Hours Worked this Quarter - Enter the number of hours that the volunteers donated while performing program related activities during the quarter.
- Number of Individuals on Waiting List at End of Fiscal Year - Report the number of individuals on the waiting list on the last day of June.
- Number of Distribution Sites at End of Fiscal Year - Enter the number of sites operational on the last day of June.
- Participant Characteristics Year to Date – Report the number of individuals that self identify as being Ethnically Hispanic/Latino and/or any Race. **Note:** Total of all Race plus Declined / Not Collected race must equal the Unduplicated Number of Participants Served Year to Date. Ethnicity is a sub-set of Race and is NOT used to calculate the total, and must also be collected year to date.

"Race" and "Ethnicity" are often used interchangeably. The U.S. Census acknowledges the nature of these terms by reporting that these terms should be seen as descriptors of a person's social and cultural characteristics as well as ancestry. The groupings to be collected here follow the same standards used by the U.S. Census. Asian and Pacific Islander breakouts (or subsets) are required by state law (citation: Government Code, Section 8310.5).