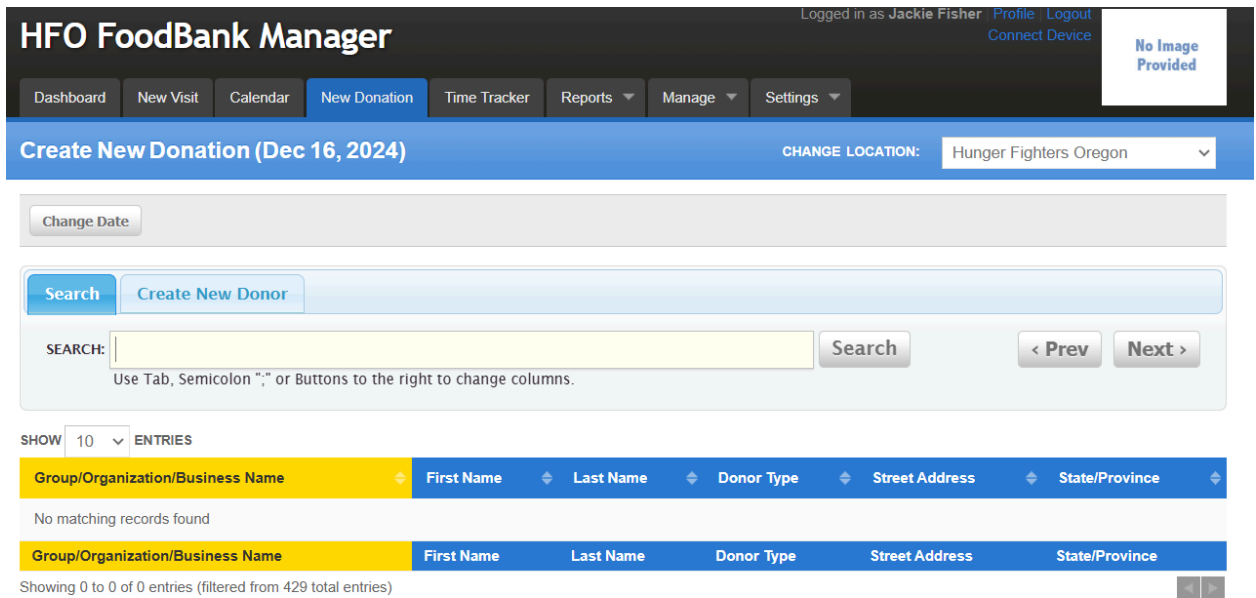


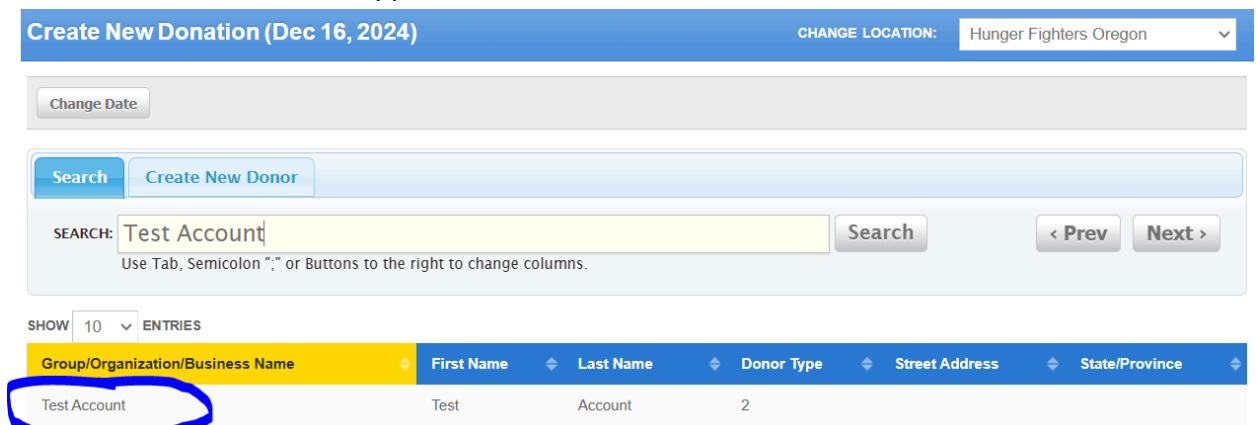
**Goal:** To have a documented and adhered to process for how to track individual food donations, food drives, and gleaning. This will enable HFO to have detailed information, such as: how much food is collected, who donated, and when. Having this information enables HFO to forecast how much food will need to be purchased, thank donors and community partners in a timely manner, and use the data to apply for grants and have accurate reporting.

**Process to track individual/group donations, food drives and gleaning:**

1. There will be a tablet next to the scale, with a tab open to the Food Bank Manager Donation page



2. Type the name of the Group/Organization/Business/Donor in the search bar - all of HFO's gleaning partners and organizations that donate often will be pre-loaded under their full name (i.e. "New Seasons Mountain Park" - instead of "NS Mtn. Park"). Click on the name once you've found it. Note - if you are recording donations from the donation bin and are not sure who dropped off the items, enter the donation under "Donation Bin"



2. a If a donor dropped off food and left a tracking form with their name and what they donated, please search for that donor in the system or create a new donor (see screenshot below)

**Create Donor** CHANGE LOCATION:

**Save**

|  |   |
|--|---|
| <b>Donor Type</b>                      | Individual or Family <input type="text"/>             |
| <b>Donor Wants to Remain Anonymous</b> | <input type="radio"/> Yes<br><input type="radio"/> No |
| <b>First Name</b>                      | <input type="text"/>                                  |
| <b>Last Name</b>                       | <input type="text"/>                                  |

3. A new donation entry will pop-up

## Test Account - #574

**Edit Donor** **Save Donation & close** **Save & Create New Donation** **Cancel**

**General Info** **Create Donation** **Donation History**

|                           |  |
|---------------------------|--|
| <b>Donation Type</b>      | Food <input type="text"/>  |
| <b>Weight (lbs)</b>       | 0.00 <input type="text"/>  |
| <b>Source of Donation</b> | <input type="radio"/> Cleaning<br><input type="radio"/> Donation<br><input type="radio"/> Organizational Food Drive or Event |
| <b>Food Donation Type</b> | <input type="checkbox"/> Perishable<br><input type="checkbox"/> Non-Perishable   |
| <b>Donated On</b>         | 2025-01-06 <input type="text"/>  |
| <b>Notes</b>              | <input type="text"/>   |

**Save Donation & close** **Save & Create New Donation**

4. Enter the weight of the food (in pounds), the type of food (you can select more than one option), make sure the date is correct for when the donation came in (it will default to today's date), and leave any notes that you think the HFO team might find helpful. Click "Save Donation & close" and you have completed the entry!