Agency Facilitated Donated Pounds Initiative

Historically, the Food Bank has only been able to report on pounds and meals distributed to our member agencies which were part of our food stream. This creates an incomplete picture of how the Food Bank and its agencies fight hunger in the community. One of the most significant missing pieces is data on food donations our member agencies have been receiving directly. Capturing “Agency Facilitated Donated Pounds” will help the Food Bank and its many supporters better understand the components that comprise the hunger eradication mosaic in our community. Ultimately, our goal is to better capture how much food the local community provides to assist our agencies in fighting hunger, as well as to understand the volume of food required by those in need in Western New York. In addition, by having this data consolidated, you will have access to more detailed food stream information that you can share with potential funders or your volunteer staff.

Your agency has worked hard to initiate and grow local relationships, and we are both supportive of those relationships and hopeful that they continue to blossom so you can better serve your clients. We are not looking to obtain the donor information from your agency. We are asking you to submit the poundage donated under a title that can be referred to as “Agency Donated Facilitated Pounds.” This will enable all agencies to properly record the poundage in a few simple steps.

We know you are all extremely busy and we do not expect you to weigh every donation that comes through your doors. We are merely looking for a reasonable estimate of the weight. So, if you receive 5 boxes of food donations and one or two of the boxes are roughly the same weight, please use that as a guideline for the rest (see attached sheets with photos and weight estimates that you can use as a guide). Please submit this information five (5) days before the end of the month through PWW. This will give the Food Bank team sufficient time to process the information.

Some of you who already are submitting retail store pickups through the Food Bank’s website are familiar with the sequence to submit these donations to the Food Bank. For those who are not part of that program, the steps are as follows:
Log onto the Food Bank home page (where you place your orders) and you will see an agency pickup tab. Click on that tab, and then in the bottom right corner, click on add new receipt.

You will see a name for facilitated pounds in the first drop down menu and the date of submission will automatically propagate. You only need to submit this information once per month, but if you would like to submit it more frequently, please feel free to do so. Click continue in the bottom right corner.
There are 7 separate food categories that you can enter your donated pounds in. When you are finished entering your donations into the different categories, click the process receipt tab. Remember, we are just looking for weight estimates of your donations, so do not be too concerned if some of your donations are mixed together.

Note: Please use the different food categories as much as you can so we are able to better understand which food types are most frequently being donated directly to you from the community.

Once you enter your pounds on the screen, you will just click process receipt and you are done!

Thank you for your partnership each day and for helping us with this critical step in gaining a more accurate picture of how we all work together to close the hunger gap each day. If you have any questions or concerns, please feel free to reach out to Omar Parra at oparra@foodbankwny.org or 935-6688 or Michael Daloia at mdaloia@foodbankwny.org or 935-6676.
Approximate Weight of Common Donations

**Copy Paper Box: Dry Goods** 15 lbs
Example Items: Pasta, Noodle Mixes, Cake Mix, Mashed Potatoes, Stuffing, Ramen

**Copy Paper Box: Canned/Jar Items** 36 lbs
Example Items: Canned Fruit and Vegetables, Jelly, Peanut Butter, Pasta Sauce, Soups

**Copy Paper Box: Mixed Items** 29 lbs
Example Items: Pasta, Noodle Mixes, Cake Mix, Juice, Canned Goods, Cereal, Flour

**Bag of Juice/Drinks (3 Cans/Bottles)** 12 lbs
Example Items: 64 oz Bottles of Juice, Large Can of Pineapple Juice

*Please use your best judgment when determining the weights of particular donations and purchases.*
Approximate Weight of Common Donations

Bag of Dry Goods  6 lbs
Example Items: Pasta, Noodle Mixes, Cake Mix, Mashed Potatoes, Stuffing, Ramen

Bag of Mixed Food Items  10 lbs
Example Items: Canned Fruit and Vegetables, Mac & Cheese, Tuna, Stuffing, Noodles

Flat of Cans (12 cans)  13 lbs

Double Flat of Cans (24 cans)  27 lbs

*Please use your best judgment when determining the weights of particular donations and purchases.