



Monthly Report Form

Agency Name: _____ Agency #: _____
Reporting Month: Jan Feb Mar Apr May Jun
Date: _____ Jul Aug Sep Oct Nov Dec

Person completing report: _____ Position with Agency: _____

Phone #: _____ Email: _____

Where was the donated product distributed? List all distribution sites/locations:

Date and time of the distribution: _____

Who received the product? Please provide as much demographic information as possible about individual, community, or institution.

What products were distributed?

How did receiving the product change the person/community's situation? What was their situation like prior to receiving the product? Can you send a picture of what they were using prior to receiving new product?

Were any of the items from these products shipped internationally? (Additional reporting may be required) Yes ___ No ___

Photos of the distribution are required. See the attached page for instructions.

*** Please note that by filling out this portion of the report, you are consenting us to use your story on our website or other media outlets.*

Email Report To: csanchez@gchope.org Fax Report To: (714) 523 – 4474

Mail Report To: Giving Children Hope, 8332 Commonwealth Ave, Buena Park, CA – 90621

Giving Children Hope Photo Guide

Photographs help Giving Children Hope report back to our donors about where their donations are going. They are a necessary and required part of being a member of the Giving For Living Program. Here is a guide to what we need.

1. All photos must be digital. Photos are either sent to our donors or used in our marketing materials, we must have digital copies in order to process them.
2. Photos must be sent to jwilson@gchope.org
3. Take action photos, not just photos of the products being held. This can include clothing being worn, kitchen items being used, etc...
4. When photos are sent, please include a description of the person(s) in the photo and what they are doing, e.g. *A participant in our feeding program receives a new toaster to help him provide for his family.*
5. Send the pictures as a .jpg file or in their original format.
6. There is no need to put the pictures in a document or to edit together a “marketing” piece, the photos are more valuable as they are with a separated description. If you would like to create a poster board, feel free to do so, but we need digital copies of the photos.