**Basic Needs Hunger-Free Campus**

**Reporting Template**

**Due August 31st, 2018**

Please respond to each of the areas below to report on the **CURRENT** status of "Hunger-Free Campus" activities on your campus.
 **\*\*NOTE:** This document in only to be used in “DRAFT” form. Once you complete this document, please submit your answers online by using the “copy + paste” function to import the answers into the online submission form. The online submission sheet does not have a "save" feature, meaning, you cannot start working on the document, save it, and come back to finish inserting information at a later time. Therefore, it is highly recommended that you use the template document (emailed to you) to write a first draft,

**BACKGROUND INFORMATION**

Campus

Primary Contact Name

Primary Contact Email Addresses

Amount of SB 85 funding **allocated** to your campus

Amount of SB85 funding **used** to date (August 31, 2018)

Did your campus also receive Innovation Award funding?

If yes, what was the Innovation Award amount **allocated** to your campus?

If yes, what was the Innovation Award amount **used** to date?

**GRANT INFORMATION**

1. Do you have a physical food pantry **or** a food distribution program?
2. What are the hours of operation for any on-campus food pantry or food distribution program?
3. Please list the names of the local community-based pantry or pantries, food bank or banks, or soup kitchen or kitchens that partner with the campus food pantry or deliver an on-campus food distribution.
4. What is the unduplicated count of students served through the food pantry or food distribution program (May 2018 – August 2018)?
5. How are you currently tracking (keeping count of) the number of students using the food pantry/distribution program on your campus? *(\*Unduplicated refers to unique users. If you do not have an exact number, please use your judgement and make an informed decision.)*
6. What is the unduplicated number of students, faculty, and staff who donated a campus meal through an on-campus meal sharing program?
	1. How many meals have been donated (May 2018 – August 2018)?
7. What is the unduplicated count of students who received a donated meal through an on-campus meal sharing program (May 2018 – August 2018)?
8. How are you currently tracking (keeping count of) the number of students who’ve received a donated meal through your on-campus meal-sharing program?
9. Do you have an on-campus restaurant(s) or qualifying food vendor(s) that have been approved to participate in the CalFresh Restaurant Meals Program (RMP)?
10. If yes, please list the names of the on-campus restaurant(s) or qualifying food vendors that have been approved to participate in the RMP. *(\*If you are in the process of getting RMP on-campus, please write "In progress".)*
11. Do you have an on-campus restaurant(s) or food vendor(s) that accepts EBT?
12. If yes, please list the names of the on-campus restaurants or qualifying food vendors that currently accept electronic benefit transfer (EBT) payments. *(\*If you are in the process of getting EBT on-campus, please write "In progress".)*
13. What is the [estimated] unduplicated count of the number of students assisted with a CalFresh application?
14. How many staff are currently serving the campus with informed CalFresh referral and information or other anti-hunger services?
15. Does your campus have a physical “Basic Needs Resource Center” located on campus?
16. What are the hours of the hours of the Basic Needs Resource Center?
17. Check the box if the Basic Needs Resource center is located in the food pantry. **□**
18. In what ways has your campus committed to outreach and serving the needs of those students more vulnerable to experiencing food insecurity, including 1.)**Former Foster Youth**, 2.) **Homeless Students**, 3.) **1st Generation Students**, 4.) **African American, Latino, Native American students**.
19. What was the date of your first on-campus Basic Needs Taskforce meeting? Please attach your agenda here.
20. Which staff attended the 1st professional development webinar (April 2018 – Hunger and Homelessness Policies in Higher Education?)
21. Hunger & Homelessness Awareness week is November 10th - 18th. How many events does your campus plan to host to raise awareness among the campus community around basic needs issues? *(\*Per the SB 85 funding requirements, all campuses that receive dollars are to host at least ONE (1) event during the week to highlight campus efforts to address food and housing insecurity on the campus.)*
22. Please list the event(s) and date(s) your campus will host during Hunger & Homelessness Awareness week *(\*If the details are still being worked out, please write "In progress")*:
23. Is your campus hosting other Basic Needs events in which the Chancellor's Office or Board of Trustees participation is requested (before January 31, 2019)?
24. Does your campus currently have an emergency housing plan for displaced students *(This includes both on and off campus resources)*?
25. If yes, how many days can a student stay in emergency housing, and does the stay include meals? If not, please briefly explain why your campus does not offer emergency housing *(\*If you are in the process of creating an emergency housing plan, please write "In progress", and when you expect the emergency housing plan will be in place)?*
26. Do you have a website that links students to all of your basic needs programs *(If yes, please place the link below. If no, please write "N/A.")*?