

**Michigan Department of Education
Summer Food Service Program
2020 Record of First Meals Served 7 Days**

Site Name: _____

Site Number : _____

Site Supervisor : _____

Trained Staff On-site: _____

USE THIS FORM AT THE END OF EACH DAY TO RECORD THE INFORMATION FROM YOUR DAILY MEAL COUNT FORM

Step 1: Fill out the top portion of form

Step 2: Record the total number of meals you had available to serve

Step 3: Circle the type of meal that was served

Step 4: Record the number of first meals served to children only

Do not include second servings and meals served to adults in your total number of first meals served.

Date	Day of Week	# of Meals Delivered/ Prepared	# of Leftover Meals	Total # of First Meals Served Specify Type (B, L, S, Sn)	# of Meals Delivered/ Prepared	# of Leftover Meals	Total # of First Meals Served Specify Type (B, L, S, Sn)	Date	Day of Week	# of Meals Delivered/ Prepared	# of Leftover Meals	Total # of First Meals Served Specify Type (B, L, S, Sn)	# of Meals Delivered/ Prepared	# of Leftover Meals	Total # of First Meals Served Specify Type (B, L, S, Sn)
May 25	Mon							July 17	Fri						
May 26	Tue							July 18	Sat						
May 27	Wed							July 19	Sun						
May 28	Thu							July 20	Mon						
May 29	Fri							July 21	Tue						
May 30	Sat							July 22	Wed						
May 31	Sun							July 23	Thu						
June 1	Mon							July 24	Fri						
June 2	Tue							July 25	Sat						
June 3	Wed							July 26	Sun						
June 4	Thu							July 27	Mon						
June 5	Fri							July 28	Tue						
June 6	Sat							July 29	Wed						
June 7	Sun							July 30	Thu						
June 8	Mon							July 31	Fri						
June 9	Tue							Aug 1	Sat						
June 10	Wed							Aug 2	Sun						
June 11	Thu							Aug 3	Mon						
June 12	Fri							Aug 4	Tue						
June 13	Sat							Aug 5	Wed						
June 14	Sun							Aug 6	Thu						
June 15	Mon							Aug 7	Fri						
June 16	Tue							Aug 8	Sat						
June 17	Wed							Aug 9	Sun						
June 18	Thu							Aug 10	Mon						
June 19	Fri							Aug 11	Tue						
June 20	Sat							Aug 12	Wed						
June 21	Sun							Aug 13	Thu						
June 22	Mon							Aug 14	Fri						
June 23	Tue							Aug 15	Sat						
June 24	Wed							Aug 16	Sun						
June 25	Thu							Aug 17	Mon						
June 26	Fri							Aug 18	Tue						
June 27	Sat							Aug 19	Wed						
June 28	Sun							Aug 20	Thu						
June 29	Mon							Aug 21	Fri						
June 30	Tue							Aug 22	Sat						
July 1	Wed							Aug 23	Sun						
July 2	Thu							Aug 24	Mon						
July 3	Fri							Aug 25	Tue						
July 4	Sat							Aug 26	Wed						
July 5	Sun							Aug 27	Thu						
July 6	Mon							Aug 28	Fri						
July 7	Tue							Aug 29	Sat						
July 8	Wed							Aug 30	Sun						
July 9	Thu							Aug 31	Mon						
July 10	Fri							Sept 1	Tue						
July 11	Sat							Sept 2	Wed						
July 12	Sun							Sept 3	Thu						
July 13	Mon							Sept 4	Fri						
July 14	Tue							Sept 5	Sat						
July 15	Wed							Sept 6	Sun						
July 16	Thu							Sept 7	Mon						