**SPECIAL WORKS REPORT**

1. VOLUNTEER HOURS – Number of hours worked by volunteers.
2. NUMBER OF NEIGHBORS IN NEED SERVED – Number of people who received assistance at the pantry
3. UNITS OF SERVICE 1 (US1) – Number of boxes /bags of food distributed
4. UNITS OF SERVICE 2 (US2) – Weight (in pounds) of food distributed
5. UNITS OF SERVICE 3 (US3) – Percent of distributed food that was purchased. This can be calculated from the numbers on the form, as follows:

**US3 = (VDS) \* 100 / (VDS + VIG)**

1. VALUE OF DIRECT SERVICES (VDS) – Total amount spent on purchasing food
2. OPERATIONAL COSTS – Total of all operating expenses for the pantry
3. VALUE OF IN-KIND GOOD (VIG) – Total amount of food that was given directly to our neighbors
4. VALUE OF IN-KIND SERVICES – This number should always be zero since we do not provide any services at the pantry.