



# 2020-2021 Mid-Year Report & Funding Renewal Guide



# Introduction

This guide has been developed to help you complete the Mid-year Report & Funding Renewal. The survey is divided into sections: Identification, School and Program Information, Program Costs, Program Needs and Services, Quebec Programs, and Funding Renewal. To help prepare your report answers, the guide first includes the complete list of questions found in the report followed by additional details by section.

## Important:

- **THIS IS BOTH A MID-YEAR REPORT AND FUNDING REAPPLICATION**  
*You will be asked to confirm interest in receiving funding for the 2021-2022 school year in this report.*
- The reapplication/funding renewal section requires confirmation from the individual who has the authority to do so (usually the Principal).
- If you are not the individual that usually submits reports, the link can be shared with the relevant individual or please contact your Breakfast Club Coordinator.
- The survey cannot be saved and will need to be completed at one time. The questions have been provided for you to help prepare.
- Reporting period: September 1, 2020 to January 31, 2021
- Due date: **February 28, 2021**

## Survey questions

To help plan your answers, here is the complete list of questions in the reporting survey. You have access to this table for printing at the end of this document.



<b>Section 1: School Identification</b>	1. School Name 2. School Postal Code 3. School Province
<b>Section 2: School &amp; Program Information</b>	4. What is the school's total student enrollment. 5. What is the average number of students eating breakfast each day? 6. How many days was breakfast offered in this entire reporting period (sept 01 – Jan 31)
<b>Section 3 &amp; 4: Program Costs</b>	<b>Please list your program expenses for this period (Sept 01 – Jan 31)</b> 7. Food expenses (enter total food expenses for your breakfast program) 8. Supplies expenses (enter the total amount spent on supplies) 9. Other expenses 10. Please Specify other expenses. (offer a description of the expense) 11. For QC School: What are the estimated annual costs of your breakfast program (not applicable for QC delivery model schools – enter 0) 12. Please identify any other supports your breakfast program receives (food donations, parent financial donations, local organization support, volunteering, other) 13. Please specify food donation or other supports.
<b>Section 5: Program Services &amp; Needs</b>	14. How has your breakfast program adapted to the needs of students this year? 15. Are there successes you have observed from your program that you'd like to share? 16. Would you like to receive more information in any of the following program area? (select from list) 17. How can the Club provide your school with better support? 18. Do you operate a Quebec program? ** if yes, will be directed to Section 6: Quebec Programs
<b>Section 6: (Quebec Programs)</b>	(For Quebec Programs) 19. What is the current balance of your breakfast program account? 20. Will you be offering any nutrition support or programming for students during the summer months?
<b>Section 7: Funding Renewal (Quebec Programs)</b>	21. (QC programs) Are you interested in renewing your partnership with the Breakfast Club of Canada for the 2021-22 school year?  22. (QC programs) This year, your breakfast program has been modified to offer an adapted cold menu that is served in the classroom. For the next school year (if the situation allows it), how would you like to proceed with your breakfast program about the PROGRAM SERVICE? (select from program model options)  23. (QC programs) This year, your breakfast program has been modified to offer an adapted cold menu that is served in the classroom. For the next school year (if the situation allows it), how would you like to proceed with your breakfast program about the MENU TYPE? (select menu type)
<b>Section 8: Funding Renewal</b>	24. Are you interested in renewing your partnership with the Breakfast Club of Canada for the 2021-22 school year?
<b>Section 9: Files Upload</b>	Upload your files to <a href="https://deposit.breakfastclubcanada.org">https://deposit.breakfastclubcanada.org</a> - Menu planners - QC Schools: Invoices <b>You are not done!</b> You will be redirected to main report survey where you will "SUBMIT" your information.



## Section: School and program information

### Enrolment:

Enrolment refers to the school population/registration for the 2020-21 school year. Please indicate the total number of students registered at your school this year, including home learners.

### Number of students eating breakfast each day:

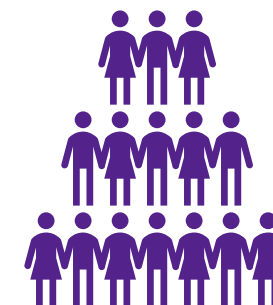
Provide the daily program participation- the average number of students participating in the breakfast program each day. If remote students receive breakfast foods in home learning kits, please include them in this number.

### How many days breakfast was offered in the entire reporting period:

The reporting period is from September 1st to January 31st. Indicate how many days, excluding holidays and non-instructional days your school offered breakfast.

If your school was closed and offered at-home learning kits including breakfast food, please include these days that breakfast was served.

Questions  
4 - 6





## Section: Program Costs



### Questions 7-13

Please list your program expenses for this period (Sept 1, 2020 – January 31, 2021)\*\*

Program expenses refer to the amounts you spend on food, supplies and other expenses for your breakfast program. Please, as best as you can indicate the dollar amount spent for each category.

\**Other expenses* : if you used BCC funding for an expense that does not fall within food and supplies, please indicate the amount spent and provide a brief explanation underneath.

What kind of food donations and other support does your program receive? Select any additional supports, donations, and volunteerism that benefit your program, including parental financial contributions.

\*\*\***A Note for food delivery schools in Quebec**

If you receive food delivered from the BCC warehouse, for questions 7 to 10, only list expenses that weren't covered by the Club. For question 11, write 0 for annual amount.

## Section: Program Services & Needs

### Questions 14 - 17



The Club values your dedication to breakfast programming, and we want to ensure that we understand your needs accurately and can celebrate the successes of each program. Financials don't always tell the story and we ask you to use this section to share additional challenges and successes of your program so far. Feel free to include testimonials.

We also want to know how the Club can better support your program and ask you to indicate your needs in this section.

## Section: Quebec Programs

### Question 19:

Indicate the current balance of your school's breakfast program account. If you are a food procurement school, indicate your current balance for the breakfast program from parental contributions and donations.

### Question 20:

We'd like to know what the summer months include for your nutrition program. Please let us know if you have plans to run a food support program for students in July and/or August.

**Questions  
19-20 à 23-24**

## Section: Renewal, Quebec Programs

### Question 23, 24:

This year, many breakfast programs had to adapt to health regulations & measures. Please indicate your preferences for program services and menu types if more options are available next year.

## Section: Funding Renewal – Re-application

### Question 22

This section is your annual reapplication indicating you'd like continued financial support from the Breakfast Club of Canada in the 2021-22 school year.



- If you choose YES, your school will be included in the grant renewal process.
- If you choose NO, your Club coordinator will contact you to confirm if your school has an interest in additional Club supports next year.
- The funding renewal section is to be completed or confirmed by the person who has the authority to do so (usually the Principal).



## Section: Attachments

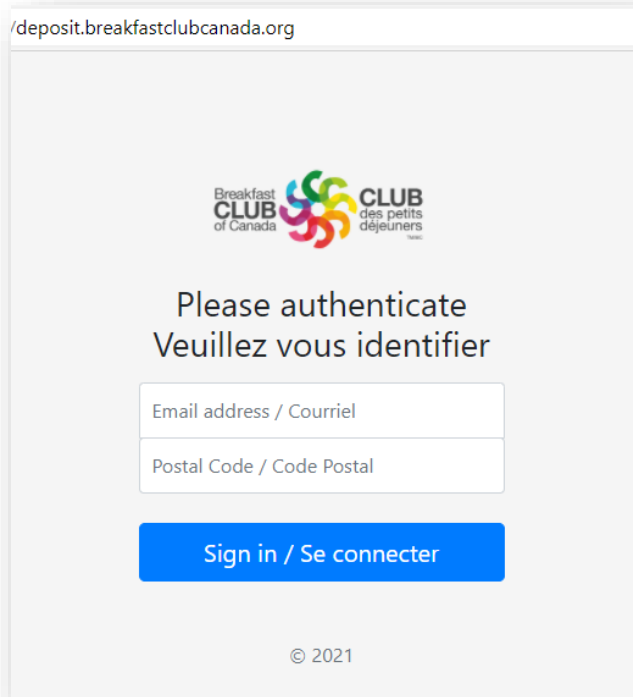
### Accessing the Attachment Portal

To upload the required reporting documents including menu planners and Natrel invoices (Quebec Schools), you will be directed to access this page in the report:

<https://deposit.breakfastclubcanada.org>

#### TO LOG IN:

1. You must use the email address of the individual who received the original survey link to complete the report (likely the school principal), and the postal code of your school.
2. If you need to upload additional files at any time after submitting your report, you can access the file deposit through the link above.



/deposit.breakfastclubcanada.org

Breakfast CLUB of Canada CLUB des petits déjeuners

Please authenticate  
Veuillez vous identifier

Email address / Courriel

Postal Code / Code Postal

Sign in / Se connecter

© 2021

# Section: Attachments

## Uploading Attachments & Completing your Report

### Page preview:

**Select & deposit files**

File Upload: Please ensure that you select the correct documents, as files will be uploaded automatically and cannot be accessed or deleted after submission.

Click here to select and upload your files

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**Deposit history** 2

<b>GRAB-N-GO-Menu-Tracker-fillable.pdf</b> Fri Feb 05 2021 17:39:55 GMT+0000 (Coordinated Universal Time)
<b>MONTHLY-Menu-Tracker-fillable.pdf</b> Fri Feb 05 2021 04:37:57 GMT+0000 (Coordinated Universal Time)

**Please prepare your files beforehand, because you will not be able to view your submission after uploading.**

1. Click on the Browse text box to select your files to upload.
2. Any files successfully uploaded will be listed in the deposit history.
3. If you want to replace an uploaded file, you can upload another file with the same name.
4. After uploading files **DO NOT STOP HERE!** You must go back to the survey page to complete the final reporting/reapplication steps.

## Section: Attachments

### Uploading Attachments & Completing your Report



Adapted Breakfast Program Menu					
WEEK: Week 1					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
<b>FRUIT/VEG:</b> Apple	<b>FRUIT/VEG:</b> Banana	<b>FRUIT/VEG:</b> Unsweetened Apple Sauce	<b>FRUIT/VEG:</b> Banana	<b>FRUIT/VEG:</b> Baby Carrots	
<b>PROTEIN:</b> Cheese	<b>PROTEIN:</b> Add Milk to cereal (see below)	<b>PROTEIN:</b> Hard-Boiled Egg	<b>PROTEIN:</b> Cheese	<b>PROTEIN:</b> Hummus	
<b>WHOLE GRAINS:</b> Granola Bars	<b>WHOLE GRAINS:</b> Cereal (low sugar)	<b>WHOLE GRAINS:</b> Crackers	<b>WHOLE GRAINS:</b> Granola Bar	<b>WHOLE GRAINS:</b> Crackers	
<b>DRINK:</b> Water	<b>DRINK:</b> Water/Milk	<b>DRINK:</b> Water	<b>DRINK:</b> Water	<b>DRINK:</b> Water	
<b># OF SERVED KIDS:</b>	<b># OF SERVED KIDS:</b>	<b># OF SERVED KIDS:</b>	<b># OF SERVED KIDS:</b>	<b># OF SERVED KIDS:</b>	

The quality and diversity of the food served is essential in breakfast programs. We ask that you to attach a sample menu of what is served in your program. This information allows us to better support you, share best practices with other schools, and direct you to the right resources and nutritional ideas that your program could benefit from.

You can find menu templates to use at <https://www.breakfastclubcanada.org/schools-corner/> or you can upload your own sample. Sample menus can capture a week or month of your breakfast program.

#### Details for Quebec Programs:

\*If your school receives deliveries from the BCC warehouse, you don't have to upload a menu sample.

**Milk invoices:** Upload milk invoices for September to January if your school orders milk from Natrel through a Breakfast Club milk count.



# Thank you!

For questions or support, please contact your Club  
Coordinator or email [reporting-support@breakfastclubcanada.org](mailto:reporting-support@breakfastclubcanada.org)



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