



## INFORMATION ON MANAGING ATTENDANCE STATISTICS

### WHY THIS INFORMATION IS KEY FOR BREAKFAST CLUB OF CANADA?

- Breakfast Club of Canada must produce a comprehensive attendance report several times a year.
- This information is crucial because, once submitted to our financial and governmental partners, it is used to determine the amount of funding they provide, or will provide, to the Club.
- The attendance statistics are essential in the management of the automated orders. The data collected is used to determine the food quantities that is to be sent to the schools.

The breakfast Club provides the school with tools to facilitate the management of the attendance statistics. Taking note of the attendances each day has big advantages, as mentioned. For this reason, we encourage the clubs to adopt this method by integrating it in their daily routine.

### BENEFITS

- Allow a warm welcome to each child in the club.
- Facilitate the learning of the children's names, mainly by the head volunteer and the volunteers.
- In case of an emergency requiring evacuation: if attendance is taken as the children arrive for breakfast, it will be easier to ensure they are evacuated safely from the building.
- Having an up-to-date attendance list makes it easier to identify those children with food allergies.

### HOW TO GO ABOUT IT

- Use the tool provide by breakfast Club of Canada
- Transcribe all the relevant information from the registration form: name, allergies, grade, birthdates and stipulate if they are restricted from appearing in any media.
- The head volunteer, a member of the volunteer team, or a designated student greets the children at the entrance to the breakfast venue and records their attendance on the list in the column corresponding to the correct day.
  - In the case of clubs where the children are numerous or there are insufficient volunteers, other systems can be implemented. The school and the coordinator will help you find appropriate solutions for your club.
- At the end of each breakfast, record the student attendance, the number of volunteers and student volunteers, as well as the total volunteer and student volunteer hours.
- Complete the online report once a month with those informations.

For the clubs that do not wish to adopt this way of functioning or wish to use other types of tools to compile the attendance numbers, it is possible to complete another form that gathers all the essential information that is to be transmitted on the online report. Check with your regional coordinator to get this form.

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