

Instructions for the Fresh Fruit and Vegetable Grant Production Record

Enter dates for week at top of page.

Enter daily information in rows according to columns. Information is entered from left to right.

1. In “Date” column, enter date of service of fruits and vegetables.
2. In “Type of Produce” column, enter type of produce served. Examples are apples, whole; watermelon, sliced apples, broccoli florets, carrot coins, etc.
3. In “Pounds, Cases, Each, Etc. Served” column, enter the amount of each produce item served and the weight of cases, total weight of produce, or the individual weight of packaged items. Examples are: 20 lbs of broccoli florets, 5 cases (40 lbs) of apples, etc.
4. In “Leftovers Used” column, record an estimate of the amount of leftover produce used for the day. Examples are: 45 apples, 5-lb Cauliflower, etc.
5. In “Leftovers Stored” column, record an estimate of the amount of leftover produce stored for use on a day later in the week. Record date of planned service in comment column. Examples are: apples – 25 each, broccoli florets – 5 lbs, etc.
6. In “Leftovers Discarded” column, record an estimate of the amount of leftover produce discarded at the end of the day service.
7. In “Comments” column, record any comments for specific produce served on the day of service.
8. Record other foods, such as salad dressings, dips, etc. in sections with fruits and vegetables.