Special Milk Camp Worksheet Instructions

Section I-Sponsors must keep an actual monthly count of half pint milks served to children or use the following procedure:

Row a   Fill in beginning inventory of milk - this figure is the number of milks on hand on the first day of camp (convert gallons to half pints by using the calculation in section II)

Row b   Add the number of milks purchased during the month from receipts or invoices.

Row c   Add any donated milks.

Row d   Subtract any milks returned to the vendor or store.

Row e   Calculate Row a through Row d to determine the **Total Milk Available**.

Row f   Subtract the actual count of adult milk consumed*.
   *If unknown, calcute the percentage using the below worksheet.

Row g   Subtract milk used for special purposes such as milk used in cooking.

Row h   Subtract the number of milks on hand at the end of the month.

Row i   Calculate Row i by substracting any figures entered on **Row e through Row h** from the **Total Milk Available** to determine **Milk Served to Children.**

Section II- Complete this section if the actual number of milks consumed by adults is unknown.

Column A   Record the number of children in attendance each day.

Column B   Record the number of adults in attendance each day.

Column C   Add Column A and Column B to record the total of children and adults each day in Column C.

Totals   At the bottom of each column, add all the numbers in the column to get the total number of **children (Column A), adults (Column B), and adults and children (persons, Column C)**.

To compute average adult milk consumption:

Take the total from **Colunm B** and divide by the total from **Colunm C** to determine **Percentage of Adults**. Multiply the **Percentage of Adults** by the **Total Milk Available** (row e above) to determine **Average Adult Milk Consumed**.

Formula to convert gallons to half pints

Take the **Total Number of Gallons** and multiply by 16 to determine the **Total Number of Half Pints**.

Section III- this section explains how to compute average daily attendance and average cost of milk per half pint. This is additional information to complete site and sponsor claims in the CNPWeb.

Average daily attendance for **#8 on the Site Claim**

Take the total from Column A and divide by the number of days in operation for the month (#7 on the Site Claim).

Average cost per half pint for **# 10 on the Sponsor Claim**

Example (Half Pints) = Take the total dollar amount spent on half pints of milk and divide by the total number of half pints purchased.

Example (Gallons) = Take the total doallar amount spent on gallons of milk and divide by the total number of half pints purchased.

Example: 10 gallons X \$3.00 each = \$30; 10 gallons X 16 = 160 half pints
\$30/160 = .1875 per half pint