

## When do my monthly reports need to be completed?

By the 15th of the following month. For instance, your September report is due by October 15th.

## What receipts do I need to upload?

All receipts for items served as part of your OSNP program, purchased with OSNP funds and/or fundraised/donated/granted funds need to be uploaded.

## I receive an error message when attempting to upload receipts, what do I do?

This likely means the file you are attempting to upload is too large. Try uploading multiple smaller files as opposed to one large one. Please note: only PDF, JPG, and PNG file types are accepted.

## How do I report different types of funding?

- **OSNP grant funding** is from the provincial government, specifically, the Ministry of Children, Community, and Social Services. The sum of these funds DOES NOT need to be inputted on your monthly report nor noted as a donation. Please upload receipts of all purchases made with these funds.
- **Toonies for Tummies** funding is from the Grocery Foundation and allocated through OSNP. The sum of these funds DOES NOT need to be inputted on your monthly report or notated as a donation. Please upload receipts of all purchases made with these funds.
- **Breakfast Clubs of Canada (BCC)** funding is from Breakfast Clubs of Canada and allocated through OSNP. The sum of these funds DOES NOT need to be inputted on your monthly report or notated as a donation. Please upload receipts of all purchases made with these funds.
- **Granted funds** (ex. Presidents Choice Children's Charity) are applied for by the school and granted to the school. These funds DO need to be inputted on your monthly report. In the month funds are received, input the lump sum under Section D. "Funding Received at School Level, grant or Presidents Choice Grant". Please upload receipts of purchases made towards your OSNP program with these funds.
- **Fundraised funds** are funds raised by the school. These funds DO need to be inputted on your monthly report. In the month funds are raised, input the lump sum under

Section D. “Funding Received at School Level, In-School Fundraising”. Please continue to report lump sum amounts the same way for subsequent fundraisers, in the month they were raised. Please upload receipts of purchases made towards your OSNP program with these funds.

- **Donated funds** are funds donated directly to the school by parents or community organizations/service clubs. These funds DO need to be inputted on your monthly report. In the month funds are received, input the lump sum under Section D. “Funding Received at School Level, Parent Donations or Corporate or Community Donations”. Please continue to report lump sum amounts the same way for subsequent donations, in the month they were donated. Please upload receipts of purchases made towards your OSNP program with these funds.
- *Please note: Granted, fundraised, and donated funds should be used according to expectations assigned upon acquisition. All purchases made toward your OSNP program must meet MCCSS Nutrition Guidelines*

### What are day to day operations?

- Shopping, preparing, and serving program food
- Recording the number of days run, snacks/meals served, volunteer hours, and all receipts for the month
- Submitting completed monthly reports on time (by the 15th of the following month)
- Establishing weekly menus based on MCCSS Nutrition Guidelines
- Fundraising and submitting grant applications to support your SNP