

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

By the 10th of the following month. For instance, your September report is due by October 10th.

## 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.
- **School generated funds** (ex. Presidents Choice Children's Charity, fundraised funds, donations receive by 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 Sources". Please upload receipts of purchases made towards your OSNP program with these funds
- *Please note: School generated funds should be used according to expectations assigned upon acquisition. All purchases made toward your OSNP program must meet MCCSS Nutrition Guidelines regardless of funding source.*



# FAQ

## 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 10th of the following month)
- Establishing weekly menus based on MCCSS Nutrition Guidelines
- Fundraising to support your SNP