

Summer Food Programs Training Record

Training is a responsibility of the sponsor. Training must be held for all staff involved in Summer Feeding Program. The following are the subject areas to be covered for the different program areas. Check off each area trained and then ask the training participants to sign the back of this form and retain for your records.

Required subject areas:		
Administration	Monitoring	Operation
<input type="checkbox"/> Purpose of the program	<input type="checkbox"/> Site assignments	<input type="checkbox"/> Purpose of the program
<input type="checkbox"/> Site Eligibility	<input type="checkbox"/> Monitoring schedules	<input type="checkbox"/> Site Eligibility
<input type="checkbox"/> Record keeping requirements (form use)	<input type="checkbox"/> Conducting site visits and reviews	<input type="checkbox"/> Record keeping requirements (Meal count record, delivery receipts, time sheets, production records)
<input type="checkbox"/> Meal Requirements	<input type="checkbox"/> Follow-up Procedures	<input type="checkbox"/> Site Operations – labor schedule and cleanup
<input type="checkbox"/> How meals are provided	<input type="checkbox"/> Reporting racial / ethnic data	<input type="checkbox"/> Meal service requirements – meal pattern, second meals, and meal times
<input type="checkbox"/> Delivery Schedule (if applicable)	<input type="checkbox"/> Reporting and recordkeeping procedures	<input type="checkbox"/> Delivery Schedules (if applicable)
<input type="checkbox"/> Civil Rights requirements	<input type="checkbox"/> Local sanitation and health laws	<input type="checkbox"/> Civil Rights requirements
	<input type="checkbox"/> All topics covered under operation	<input type="checkbox"/> How to monitor and adjust planned meal #s
		<input type="checkbox"/> Storage of meals
		<input type="checkbox"/> Sponsor contact person
		<input type="checkbox"/> Alternate meal provisions for inclement weather
		<input type="checkbox"/> Field trips

Sponsor Name:

Date:

Location:

Trainer(s):

Date:
Location:
Trainer(s):

Location:

Trainer(s):

Trainer(s):

[illegible]