SUMMER FOOD SERVICE PROGRAM TRAINING ATTENDANCE SIGN-IN SHEET
(Attach Training Agenda)

Date of Training:_____

Type of Training (Circle One):

OPERATIONAL (site personnel, cooks, servers, etc.)

ADMINISTRATIVE (bookkeeper, director, monitors, etc.)

Signature	Job Title or Function	Signature	Job Title or Function

Summer Food Service Program Training Attendance Sign-In Sheet

Sponsors must conduct training for both their administrative and site personnel. Because these two groups of personnel have different program responsibilities, most sponsors will want to offer two different sessions so that they can stress each group's specific functions. For each training session that sponsors offer to their personnel, sponsors must record the date, attendees and their job title or function. The Training Attendance form can be used to meet the requirement to document the date and identify attendees. Attach the Attendance Sign-In Sheet to the training outline/agenda, which should include the specific topics discussed during training.

A training outline for your administrative and site personnel is contained in the Administrative Guidance for Sponsors. You need only cover those subject areas that are appropriate for your program.