



100 North First Street, W-270
Springfield, Illinois 62777-0001

SUMMER FOOD SERVICE PROGRAM TRAINING CHECKLIST

NUTRITION DEPARTMENT

Instructions: Each sponsor must hold program training sessions for its administrative and site personnel. A site cannot be operated until personnel have received training. Check all topics covered and list any additional topics or attach additional pages, if necessary.

SPONSOR INFORMATION

NAME OF SPONSOR	RCDT NUMBER
LOCATION OF TRAINING	DATE OF TRAINING
NAME OF TRAINER(S)	

Training Topics: ☐ Purpose of the Program ☐ Meal Pattern Requirements ☐ Site Eligibility
☐ Site Operations (including both congregate and non-congregate meal services)
☐ Recordkeeping ☐ Duties of the Monitor ☐ Civil Rights

ATTENDANCE SIGN-IN SHEET

Name	Signature	Position	Site Name

ADDITIONAL TRAINING TOPICS/NOTES: