

Training Checklist for Administrative Staff

Use this checklist for training sponsor administrative staff, including office assistants, clerks, bookkeepers, area supervisors and monitors.

1. General explanation of the program

- ☐ Purpose of the program
- ☐ Site eligibility
- ☐ Record keeping requirements
- ☐ Organized site activity
- ☐ Meal requirements
- ☐ Nondiscrimination compliance

2. How the program operates

- ☐ How meals will be provided
- ☐ The delivery schedule, if applicable
- ☐ What records and forms must be used and kept

3. Special duties of Monitors (include if separate training is not held for monitors)

- ☐ How to conduct site reviews
- ☐ Sites for which each monitor is responsible
- ☐ Monitoring schedule
- ☐ Reporting procedures
- ☐ Office procedures

By signing this form, you are stating that you attended training on the above topics. I understand that this information is being given in connection with the receipt of Federal funds and that misrepresentation may subject me to prosecution under the applicable state and federal criminal statutes.

Date of Training	Printed Name	Job Title	Signature