Training Agenda Template

**Summer Food Service Program**

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| --- | --- | --- | --- | --- | --- |
| **Meeting Logistics** | |  |  |  |  |
| **Training:** |  | | | | |
|
| **Date:** |  | **Time:** |  | **Location:** |  |
|
| **Training Instructor:** |  | | | | |
|
| **Training Participants:** |  | | | | |
|
| **Training Objectives:** |  | | | | |
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| --- | --- |
| **Agenda Items** | |
| **Time** | **Agenda Item** |
|  | Purpose of the Program |
|
|  | Site Eligibility |
|
|  | Recordkeeping Requirements |
|
|  | Meal Service Requirements |
|
|  | Civil Rights Requirements |
|
|  | Sponsor & State Agency Compliance Reviews |
|
|  | Additional Sponsor Policies (as applicable) |
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