Training Checklist for Administrative Staff

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

1. General explanation of the Program:
   ___ Purpose of the Program
   ___ Site eligibility
   ___ Recordkeeping 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 are kept and what forms are used

3. Special duties of Monitors (include if separate training is not held for monitors):
   ___ How to conduct site visits and reviews
   ___ Sites for which each monitor is responsible
   ___ Monitoring schedule
   ___ Reporting procedures
   ___ Office procedures