

**SUMMER FOOD  
SERVICE PROGRAM****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