2021-2022 BackPack Program: Site Training Log

**Site Training Log Instructions:** Partner Sites are responsible for training staff or volunteers who will be involved in the BackPack Program but have not participated in a Food Bank-led training. For example, a staff member who will receive the delivery of BackPacks or who will assist with distribution. These trainings must take place prior to the individuals’ involvement with the BackPack Program. Site representatives must document each training, specifying the trainee and topics covered, using this Site Training Log. **Please send a copy of this completed form to kids@centraltexasfoodbank.org.** Keep the completed form in your records; be prepared to produce a current copy of this completed form for the Food Bank upon request. Up to two (2) staff/volunteers may be included per form. **Please use ink to complete this form.**

<table>
<thead>
<tr>
<th>Date: ____________________</th>
<th>Time: ______________</th>
<th>Location of Training ____________________________</th>
</tr>
</thead>
</table>

Print full name of Trainer: ____________________________  Signature of Trainer: __________________________

**Topic(s) Covered include:**

- [ ] Program Overview, Goals and Objectives
- [ ] Program Logistics: Ordering & Delivery
- [ ] Program Reporting
- [ ] Distribution Guidelines
- [ ] Storage Guidelines & Food Safety
- [ ] Monitoring
- [ ] Civil Rights Requirements
- [ ] Program Marketing Guidelines
- [ ] Other ____________________________

Print full name of Trainee: ____________________________  Phone: ____________________________

Signature of Trainee: ____________________________  Email: ____________________________

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Print full name of Trainee: ____________________________  Phone: ____________________________

Signature of Trainee: ____________________________  Email: ____________________________