

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.**

Date: _____ Time: _____ Location of Training _____

Print full name of Trainer: _____ Signature of Trainer: _____

Topic(s) Covered include:

- | | |
|---|---|
| <input type="checkbox"/> Program Overview, Goals and Objectives | <input type="checkbox"/> Monitoring |
| <input type="checkbox"/> Program Logistics: Ordering & Delivery | <input type="checkbox"/> Civil Rights Requirements |
| <input type="checkbox"/> Program Reporting | <input type="checkbox"/> Program Marketing Guidelines |
| <input type="checkbox"/> Distribution Guidelines | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Storage Guidelines & Food Safety | |

Print full name of Trainee: _____ Phone: _____

Signature of Trainee: _____ Email: _____

Date: _____ Time: _____ Location of Training _____

Print full name of Trainer: _____ Signature of Trainer: _____

Topic(s) Covered include:

- | | |
|---|---|
| <input type="checkbox"/> Program Overview, Goals and Objectives | <input type="checkbox"/> Monitoring |
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| <input type="checkbox"/> Distribution Guidelines | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Storage Guidelines & Food Safety | |

Print full name of Trainee: _____ Phone: _____

Signature of Trainee: _____ Email: _____