



## 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:
  - A. Purpose of the Program
  - B. Site eligibility
  - C. Recordkeeping requirements
  - D. Organized site activity
  - E. Meal requirements
  - F. Nondiscrimination compliance
  
2. How the Program operates:
  - A. How meals will be provided
  - B. The delivery schedule, if applicable
  - C. What records are kept and what forms are used
  
3. Special duties of Monitors (include if separate training is not held for monitors):
  - A. How to conduct site visits and reviews
  - B. Sites for which each monitor is responsible
  - C. Monitoring schedule
  - D. Reporting procedures
  - E. Office procedures