

Training Agenda Template

Summer Food Service Program



COLORADO
Department of Education

Meeting Logistics

Training:					
Date:		Time:		Location:	
Training Instructor:					
Training Participants:					
Training Objectives:					

Agenda Items

Time	Agenda Item
	Purpose of the Program
	Site Eligibility
	Recordkeeping Requirements
	Meal Service Requirements
	Civil Rights Requirements
	Sponsor & State Agency Compliance Reviews
	Additional Sponsor Policies (as applicable)

This institution is an equal opportunity provider.