Sign In Sheet

SFSP Training

**Summer Food Service Program (SFSP) Training Sign in Sheet**

**Instructions:** Use this form to document staff attendance at SFSP training. Training may be group training, either in or out of the institution, or individual on the job training, such as new staff orientation, or individual training with resources. **Attach copies of related handouts or other materials used in the training.**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of Training\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training beginning time\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Participant Name** | **Participant Signature** |  |
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