



FOOD BANK  
of ALASKA



**Child Nutrition Programs**

Food Bank of Alaska  
2121 Spar Ave  
Anchorage, Alaska 99501  
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**Monitor Training Sign In and Agenda for At-Risk Afterschool Meals Program FY2020**

Site Name

Date of Training

***Chelsea Donohue, Programs and Agency Relations Coordinator***

Trainer(s)

**Site Monitor Information and Monitor Responsibilities**

The role of site monitor is of particular importance. As the key link between the Food Bank of Alaska and the site, site monitors must make sure that the sites operate in accordance with program guidance's and requirements. As Food Bank of Alaska's representative site monitors must develop and maintain open communications and cooperative relationships with site managers. Site monitors will also work with the site manager to correct any problems.

To be an effective monitor, you will be required to spend enough time at each assigned site to observe the meal service operation. Therefore, you must know the program requirements so you can identify problems at the sites quickly and recommend solutions.

All Food Bank of Alaska monitors receive a stipend for the monitoring services of the program. The stipend is \$200.00 and is good for the duration of the program. If monitoring duties are not completed a stipend will not be paid.

**General Topics Discussed:**

- ✓ Meal Counts (point of service, timing, compliance of counts)
- ✓ Civil Rights Requirements
- ✓ Required Materials to be Posted (posters, signs, employee/volunteer list)
- ✓ Monitor Forms and Reporting to FBA
- ✓ On site consumption meal service requirement

**Reviewed needed monitoring dates for program operation:**

1<sup>st</sup> review due \_\_\_\_\_ *Due within first 4 week of programing*

2<sup>nd</sup> review due \_\_\_\_\_ *Due within first 3 months of programing*

3<sup>rd</sup> review due \_\_\_\_\_ *Due prior to program closing in May 20*

PRINT MONITOR NAME:

JOB TITLE:

SIGNATURE:

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**PLEASE FAX THIS DOUCMENT ONCE TRAINING IS COMPLETED**

**1-907-277-7368**