

## **Instructions for *Nuts & Bolts of School Nutrition Programs Continuation Series* Group Trainings**

**Before the Training** - Complete these steps at least one week before the training:

1. Prepare an attendance sheet that includes the following:
  - Date of Training
  - Name of Training
  - Location (name of school and district)
  - Participant Names (printed clearly or typed)
  - Group training facilitator's contact information
  - Statement, signed by the facilitator, confirming attendance of all participants on the attendance sheet
    - *to minimize contact, JSI will not require participant signatures at this time*

**An attendance sheet is available for download on the JSI website.**

2. Schedule the training date and time and reserve a quiet, comfortable room with internet and AV access.

**On the day of the training:**

1. Set up computer, projector, screen and speakers. Be sure you have access to the internet.
2. Show the training to your group.
3. Review the learning objectives and knowledge check questions.
4. Address any questions.

**After the training:**

1. Email the attendance sheet to [johnstalker@framingham.edu](mailto:johnstalker@framingham.edu) and request the certificate of completion (you will receive *one* certificate for the group, with the attendance sheet attached).
2. Maintain an electronic file and a printed copy of the certificate of completion attached to the attendance sheet for documentation for your Administrative Review.