Volunteer Training Log

Member Name: _____ Member Code: _____

Check all training requirements that apply:

☐ **Civil Rights**:

- Data collection
- Public notification
- Americans with Disability Act
- Limited English Proficiency
- Customer service
- Conflict resolution
- Processing Civil Rights complaints
- Compliance reviews and resolution of non-compliance

☐ **Food Safety**:

- General Food Safety for Pantries
- Personal hygiene
- Receipt of food
- Understanding product dates
- Proper storage, FIFO
- Time and temperature control
- Cleaning vs. Sanitizing
- Pest control

☐ **USDA/TEFAP**:

- Client eligibility
- TEFAP Commodity Issuance Log
- Purchase of non-USDA food
- Written Notice of Beneficiary Rights
- Storage
- Pest control
- Civil Rights training requirements
- Discrimination
- Public notification

☐ **Meal Connect**:

- How to login
- Reporting pounds of food picked up
- Grocery store contact
- Pick-up schedule

The volunteers below have completed appropriate training:

Volunteer Name:	Signature:	Date:

FOOD BANK
OF NORTHEAST GEORGIA

Volunteer Name:	Signature:	Date:

Every neighbor. With enough food. Everyday.