

2014 At-Risk Basics WebEx For New and Existing Sponsors

At-Risk Basics is a training that will serve as both New Sponsor training for those applying for the At-Risk Afterschool Meals Program and as a Refresher for those currently administering the program. Topics covered will include:

Part 1: Program overview for new or current sponsors

- Policies and procedures
- Basic record keeping requirements
- Menus and nutrition
- Questions and answers

Part 2: New Sponsors only (last 30 minutes)

- Program eligibility
- Application documents and procedures
- Questions and answers

Attendance will be taken from the beginning to the end of the WebEx so it is imperative that you plan to participate in the entire on-line meeting.

To join this meeting, you will need a computer with internet connection for the video portion and either speakers/ headset or additional phone line for the audio portion. You will participate in this WebEx from your office or home. Registration is required.

Note pages and sample documents will be e-mailed to enrollees one week prior to the workshop. At the end of the training, clean application documents will be mailed to new sponsors that participated in the entire WebEx training.

For more information and to register, select one of the dates below:

Once the link opens the WebEx page, click “register,” fill in your information and submit.

Thursday, August 7, 2014

10:00am-12:00pm

Register: <https://indiana-doe.webex.com/indiana-doe/j.php?ED=46436373&UID=0&RT=MIMxMQ%3D%3D>

Tuesday, November 18, 2014

10:00am-12:00pm

Register: <https://indiana-doe.webex.com/indiana-doe/j.php?ED=46436933&UID=0&RT=MIMxMQ%3D%3D>

Once you register, you will receive a link in your email to join the meeting. **The link will not be valid until 15 minutes prior to the start time** on the day of the training.