

## New Sponsor Training

The Child and Adult Care Food Program staff will be presenting new sponsor training throughout the year for those organizations expressing an interest in participating on the program. Contracts and Applications must be received at a training session.

All training sessions will be held in our office building at **151 West Ohio Street, Indianapolis.\*\*** (Note: *151 West Ohio Street is not the Government Center or the State House.*) The training sessions will be conducted in the James Whitcomb Riley Conference Room. Participants must register and get a visitor's pass, which must be worn at all times while in the building.

**Please limit attendees to two per organization.**

New Sponsor Training is scheduled for:

DAY	DATE	TIME (EASTERN TIME)
Tuesday	March 22, 2011	9:00 a.m. – 1:00 p.m.
Tuesday	May 24, 2011	9:00 a.m. – 1:00 p.m.
Thursday	August 25, 2011**	9:00 a.m. – 1:00 p.m.

New Sponsor WebEx training will be conducted in October and November 2011. Information for these electronic trainings can be found in the section New Sponsor WebEx Training.

Topics covered will include institution eligibility, the CNP Agreement, record keeping requirements, and meal pattern requirements. **Attendance at a new sponsor training is mandatory for participation and at 151 West Ohio Street is limited to 35 people per workshop.** Once the on-line registration is closed for a workshop, no further reservations will be available on-line or via e-mail or telephone.

Please register on-line at: <http://mustang.doe.state.in.us/dg/food/11-Sponsor-Reg.cfm>.

***\*\*The August 25, 2011 New Sponsor Workshop will be held at the Indiana Government Center South, Conference Room B. You must enter the Government Center at the public entrance, 302 West Washington Street. The entrance is equipped with metal detectors and screening devices monitored by the Indiana State Police Capitol Police. A photo ID is required. Registration at this workshop will not be limited to 35 attendees.***

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