

STAFF/VOLUNTEER ANNUAL TRAINING LOG

YEAR: _____

All staff/volunteers must sign the Confidentiality Agreement and complete Civil Rights training *annually*. There must be at least one person-in-charge with a valid Food Handler's Card on site *at all times*. Any staff/volunteers without a Food Handler's card must watch the food safety video *annually* (links below).

Confidentiality Agreement: *I pledge to create an environment of courtesy and respect to all we serve. I will refrain from gossip and keep all information heard or observed about clients, staff or donors confidential. While performing services, I am bound by laws and policies which protect the privacy of client information. I agree to keep this information in the strictest confidence.*

| Name | Confidentiality Agreement Signature (Sign below to agree to the statement) | Civil Rights Training Training Date | Food Safety Video Training Date | Food Handlers Card Expiration Date (at least 1 onsite) |
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Food safety training videos: tiny.cc/newfoodsafety1

Civil Rights training video: tiny.cc/fvlc-civilrights