**MANDATORY FY 2025 TEFAP OUTLET CIVIL RIGHTS & TEFAP TRAINING**

**Each TEFAP Outlet is required to provide annual, in-house Civil Rights & TEFAP training to all staff and volunteers who have direct contact with program recipients / clients.** You will receive this PowerPoint and a copy of the Civil Rights Handbook to train your staff/volunteers. Dare to Care will send this presentation to you via email by 7/1/2024. To comply with this program requirement, your agency must:

1. Use the PowerPoint presentation and handbook (or hard copies of the PowerPoint presentation) to train all staff and volunteers who have direct contact with program recipients / clients **before July 31, 2024**.
2. At the end of the training session/s, all attendees must sign below. (Make additional copies if necessary)
3. Make two copies of this completed form; file one at your agency site and keep it available for review, and send or email a copy to Maddie Monahan at maddie@daretocare.org.

Name of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/s of Civil Rights & TEFAP Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Printed Name | Signature | Date of Training |
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