

Site Monitor Form #2

This form must be completed during the 1st week of service.

### First Week Visit

**Monitor must be present for the entire meal service and return this form to Food Bank of Alaska immediately following the visit. This form must be completed during the 1st week of service.**

Site Name:

Monitor's Name:

Monitor's Telephone:

Monitor's Fax:

Monitor's Email:

Please complete all the boxes below.

<b>Date of Site Visit:</b>	<b>Monitor's Arrival Time:</b>	<b>Monitor's Departure Time:</b>
Discussion with Staff (list names):		
Area's of Discussion: Please ask the following questions to meal service volunteer's and the site manager.	Notes and Observations	
Has the site manager been trained by Food Bank of Alaska?		
On what day and how many meals and milks have arrived in the village?	n/a	
Are daily meal count forms filled out each day of service and are they being turned in each week?		
Are meals served as seconds and meals served to adults excessive?		
Is there proper sanitation and storage? Is food stored 6 inches off the floor and 6 inches away from the wall?		
Does the site manager know when and how to order more food from Food Bank of Alaska?		
Are meals served during the scheduled times and on the scheduled days?		
<b>Are meals served and consumed onsite?</b>		
Is each child offered a complete meal?		
Is the <b>GREEN</b> "Justice for All" poster hung where the children can see it?		
List any problems that were noted during the visit, and any corrective actions that were initiated to eliminate the problems:		
<hr style="width: 100%;"/> <b>Site Monitor's Signature</b>	<hr style="width: 100%;"/> <b>Site Manager's Signature</b>	