

# SECOND HARVEST FOOD BANK OF NORTHWEST NORTH CAROLINA

## VERIFICATION OF CIVIL RIGHTS TRAINING

The USDA requires all TEFAP agencies to provide Civil Rights training for staff and volunteers involved in the TEFAP program. Civil Rights training for volunteers should be approached in the following manner:

Volunteers must receive civil rights training on an annual basis. Training should first occur during each individual's orientation to the program and each year thereafter as long as the volunteer is involved in the TEFAP program. Each staff person or volunteer should review the enclosed civil rights information and sign below that they have read and understand the material.

*By signing below you are attesting that you have received the  
USDA required Civil Rights training.*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*List additional names on back*

\_\_\_\_\_  
Signature of **Person Delivering Training**

\_\_\_\_\_  
Signature of **Executive Director/Senior Pastor** Verifying Training

**Date:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Agency Number:** \_\_\_\_\_

*Return this form to SHFB no later than December 4, 2023.*

*Retain a copy of annual verification forms onsite for review at compliance visits.*

**Attn: Civil Rights Training**  
**Second Harvest Food Bank of NWNC**  
**3330 Shorefair Drive**  
**Winston Salem, NC 27105**  
**Email: [smay@secondharvestnwn.org](mailto:smay@secondharvestnwn.org)**