

Many Hands Weekend Survival Kits 2017

Civil Rights Training Instructions

Many Hands as an agency with the Greater Lansing Food Bank can access USDA food items. This is a tremendous cost savings for Many Hands and the Weekend Survival Kits that are provided to children in your school. With the USDA food items an annual Civil Rights training is required to be completed by at least one person (Coordinator) in each school.

The Civil Rights training takes about 30 minutes to complete online through the Greater Lansing Food Bank website www.glfoodbank.org by following the steps below.

Click on the “Agency Log-In” at the top of the home page toward the right hand-side of the page. Type the word **agency** (small letters) in both boxes and then click login. Once you reach the “Agency Information” page, scroll down to “Civil Rights Training”.

Under the heading “**Training Materials for Agency Directors and Coordinators**” click on the **Online Civil Rights Training**. This is a power point presentation that is narrated for you.

WORD OF CAUTION: We suggest that you check your computer settings by going to: Control Panel/Internet Options/Privacy and make sure the “Pop Ups” is not set on blocked. Sometimes the quiz can’t be printed with “blockers” on.

Once you have finished the power point there will be a quiz for you to complete. Once the quiz has been completed, you will click on “print results.” There will be a box that you can type in your name AND your school name – once you have typed in your information, hit “enter.” From there you will see the completed quiz – you will need to right-click on the quiz and find the “print” option and print. **Do NOT close the window until you have successfully printed your quiz results.**

Please make sure you keep a copy on file at the school and provide a copy to Many Hands.

Please direct any questions that you have with the training to the Greater Lansing Food Bank, either to Mary Meirndorf, Agency Relations Manager at: #517-908-3692 and email: mary@glfoodbank.org or Ricki Stein, Program Administrative Support at #517-908-3693 and email: [ricki@glfoodbank.org](mailto:ricket@glfoodbank.org) .