

**Checks should be made payable to:  
Treasurer State of Maine**

Please return your registration form  
and payment to:

ATTN: Alissa Mank  
Maine Department of Education  
23 State House Station  
Augusta, ME 04333

If you would like to send a purchase order  
or pay at the training you can fax this  
completed form to:  
(207)-624-6841

For questions please email:  
alissa.m.mank@maine.gov  
Or call (207) 624-6842



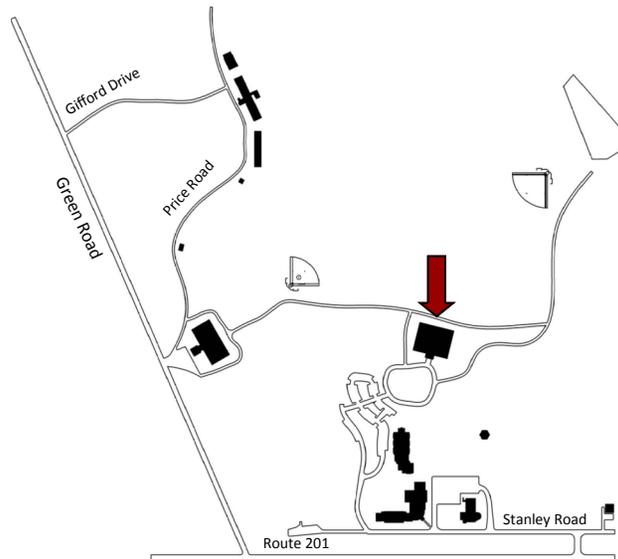
The Maine Department of Education and USDA are equal  
opportunity providers and employers.

## Directions to KVCC



From I-95 North or South: Exit 133, Skowhegan/Fairfield  
(US-201) Merge onto US-201 N/Skowhegan Road.  
approximately 6.6 miles– Campus is on the Left.

The Alfond Recreation Center is indicated with an arrow  
on the map below. It is recognized most easily by the blue  
metal roof. The Fall Info meeting will be taking place in the  
gym and student union– which are both located in the  
Alfond Recreation Center.



# Fall Info Meeting



**October 15, 2015**

**Kennebec Valley  
Community College**

**15 Stanley Road  
Clinton, ME 04927**

**October 15, 2015**



- 7:30am Registration**
- 8:00am Meet & Greet**
- 8:15am Welcome**

**Culinary Skills:**

*“Time Management for the Culinary Professional”*

*“Money in the Trash: An In-depth Look at Preventable Waste”*

**CDC Food Borne Illness Actions:**

*“Learn what the proper steps are if students become ill.”*

**Crediting Meal Components:**

*“Are You Doing it Correctly?”*

**\* Lunch Meal Provided \***



**Equipment Knowledge:**

*“Learn about the proper care and maintenance of meat slicers and other kitchen equipment.”*

**USDA Food Update:**

*“The steps to explain the process—What’s new and future plans.”*

**District Reimbursement Update:**

*“An Overview of Claim Approving & Revising”*

**After School Snack Program:**

*“Don’t let your Afterschool Snack Program go awry— become adept at meeting the regulations in one easy session.”*

**3:45pm Closing Remarks**

**This training counts towards 6 hours of continuing education if attended in entirety.**

**REGISTRATION FORM**

One Registration Form Per Participant

\_\_\_\_\_  
RSU/District:

\_\_\_\_\_  
Participant’s Name & Title

Billing Address:

\_\_\_\_\_  
Contact Number:

*Please check all that apply:*

Cost- \$45.00 per person

*If you have special needs or food allergies, please inform us here:*

\_\_\_\_\_  
Please complete and return this registration form no later than October 9, 2015 with your registration fee

*Please see other side for payment instructions...*