

## Required Civil Rights Training Instructions

**All agency partners and All volunteers** participating in **any** USDA program **must complete Civil Rights Training annually** (no less than 12 months from the previously completed certification) **provided by the Arkansas Department of Education.**

To access the training, please use the “Civil Rights Training Video Link below”.

**Civil Rights Training Video Link:** <https://www.youtube.com/watch?v=-SthmWkWbbk>



After watching the Civil Rights training video: **Each participant must complete the Civil Rights Quiz for certification.**

**Civil Rights Training Quiz Link:** <https://forms.gle/2RwZ2vCHiWEm5RJ58>

1. Enter **your email address** at the top of the survey.
2. Enter your **First and Last name**.
3. Enter the name of the partner pantry you are affiliated with.
4. Answer each question.
5. Click on “**Send me a copy of my responses**”.
6. Click on “**Submit**”.

### **Certification:**

1. **Print 2 copies** of each Certification.
2. You **must keep 1 copy at your distribution location.**
3. **You must Email or Mail 1 copy to the Arkansas Food Bank.**
  - a. **Mail:**

Programs Compliance Team  
Civil Rights Certification  
4301 W. 65<sup>th</sup> Street  
Little Rock, AR 72209

**b. Email:**

[kheverling@arkansasfoodbank.org](mailto:kheverling@arkansasfoodbank.org)

**Subject Line:** Civil Right Certification

**Body of Email:** Agency partner name, Agency partner ID number, contact name, and contact phone number.

**Each agency partner Staff Member and each Volunteer must sign the Civil Rights Training Log.**



Civil Rights Training  
Log.pdf

**Please Note: All agency partners** participating in **any** USDA program **must provide annual Civil Rights Training copies** (no less than 12 months from the previously completed certification) **to the Arkansas Food Bank for each staff member and each volunteer.**

1. Copies of each completed Civil Rights Quiz
2. Copies of each Civil Rights Certificate
3. Copies of all Civil Rights Training Logs

**If you have any questions or concerns, please contact your Agency Coordinator or our USDA Specialist:**

- Marsell Richardson, Agency Services Coordinator, Little Rock Branch: 501.569.4326
  - [mrichardson@arkansasfoodbank.org](mailto:mrichardson@arkansasfoodbank.org)
- DeMarcus Virgies, Agency Services Coordinator, Little Rock Branch: 501.569.4326
  - [dvirgies@arkansasfoodbank.org](mailto:dvirgies@arkansasfoodbank.org)
- Diedra Bolden, Community Programs Coordinator, Little Rock Branch: 501.569.4374 (Food for Kids and Food for Seniors)
  - [dbolden@arkansasfoodbank.org](mailto:dbolden@arkansasfoodbank.org)
- (KeeKee) NeKitha Brown, Community Coordinator, South Arkansas, Warren Branch: 870.714.6259
  - [nbrown@arkansasfoodbank.org](mailto:nbrown@arkansasfoodbank.org)
- Teresa Wilson, Community Coordinator, The Delta, Lexa Branch: 870.714.6256
  - [twilson@arkansasfoodbank.org](mailto:twilson@arkansasfoodbank.org)
- Cindy Nguen, USDA Specialist: 501.569.4359
  - [cnguyen@arkansasfoodbank.org](mailto:cnguyen@arkansasfoodbank.org)

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