



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

January 17, 2014

Re: School Food Service Overview Training

The staff of the Michigan Department of Education's School Nutrition Programs Unit is pleased to announce a two-day conference for food service directors/personnel.

School Food Service Overview Training: This comprehensive conference is for food service directors/managers and will cover items the staff must know to be in compliance with all program requirements.

Cost: No charge for conference. Accommodation and parking fees will apply.

Date: Wednesday and Thursday, March 5-6, 2014

Time: March 5, 2014 8:00 a.m. – 8:30 a.m. – registration
8:30 a.m. – 4:00 p.m. - training
March 6, 2014 8:30 a.m. – 4:00 p.m. - training

Meals: A continental breakfast will be provided on Wednesday and a hot breakfast will be provided on Thursday. Lunch will be provided both days.

Registration Deadline: February 21, 2014

Location: Kellogg Hotel & Conference Center
219 South Harrison Avenue
East Lansing, MI 48824

Please make hotel reservations by February 2, 2014.

Participants will be responsible for their own lodging. A block of hotel rooms at a discounted rate at the Kellogg Hotel & Conference Center have been reserved for participants of the School Food Service Overview Training. When making your hotel reservation, mention the School Food Service Overview Training for the discounted rate. For hotel reservations, call (800) 875-5090 or click on the following link for online reservations. <http://www.kelloggcenter.com/content/e-lansing-hotel-reservations-travel-east-lansing-kellogg-hotel>.

Registration for the conference is required and must be completed using the on-line registration process described on the next page. Space is limited, so please register early.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

School Food Service Overview Training
March 5-6, 2014

ON-LINE REGISTRATION PROCESS

Registration deadline is February 21, 2014. Space is limited, so please register early.

To register:

1. Go to Workshop Registration at: https://mdoe.state.mi.us/fs_registration/
2. Click on *Register For A Workshop*.
3. Click on the appropriate box to identify whether you are from an LEA/ISD/PSA or from an organization.
4. Click on down arrow to choose your desired training. Click on *School Food Service Overview Training*, and then click *Next*.
5. If you are registering from an LEA/ISD/PSA:
Click on down arrow to indicate your local ISD, and then click *Next*.
Click on down arrow to indicate your local district, and then click *Next*.
6. If registering from an organization, fill in organization name, and then click *Next*.
7. Fill in registration information.
8. **Scroll down and click on your desired training.**
9. Click *Submit Registration*.
10. If information is incorrect, click *Change* to make the necessary changes.
If information is correct, click *Confirm* to complete the registration process.

Your registration is NOT complete until you click *Confirm*.

PLEASE NOTE: Repeat this process for EACH person registering from your organization.

If you have any questions regarding this registration process, please contact the School Nutrition Programs Unit by email to mde-schoolnutrition@michigan.gov or phone 517-373-3347. We look forward to seeing you at our conference.

Persons with disabilities needing reasonable accommodations for effective participation in the meeting should contact the Michigan Department of Education Human Resources office at 517-373-3347 to request mobility, visual, hearing, or other assistance. Requests for accommodations should be made by February 24, 2014.

Driving Directions:

From Ann Arbor: US-23 North to I-96 West, to US-127 (exit 106) North (3.1 miles) to Trowbridge Road exit East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

From Capital Region International Airport : Turn right onto Grand River Avenue West (.4 miles) to Waverly Road; turn left South (3.4 miles) to I-496; turn left East (5 miles) to Trowbridge Road (exit 9) East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

From Charlotte: North on I-69 to I-496 East; East (5 miles) to Trowbridge Road (exit 9) East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

From Chicago: I-94 East to I-69 North, to I-496 East; East (5 miles) to Trowbridge Road (exit 9) East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

From Detroit: I-96 West to US-127 (exit 106) North (3.1 miles) to Trowbridge Road exit East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

From Eaton Rapids: M-99 to I-96 East (5.2 miles) to US-127 (exit 106) North (3.1 miles) to Trowbridge Road exit East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (4 traffic lights up).

From Flint: West on I-69 to US-127 (exit 89) South (5.5 miles) to Trowbridge Road exit East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

From Grand Rapids: East on I-96 to I-496 (exit 95) East (9.7 miles) to Trowbridge Road (exit 9) East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

From Kalamazoo: I-94 East to I-69 North, to I-496 East; East (5 miles) to Trowbridge Road (exit 9) East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

From St. Johns: South on US-27 to US-127 South (8.5 miles) to Trowbridge Road exit East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).