



**SCHOOL  
NUTRITION  
ASSOCIATION**

*Making the right food choices, together.*

**2011 – 2012**

**Award and Scholarship**

**Information**



**SCHOOL NUTRITION ASSOCIATION  
AWARD AND SCHOLARSHIP INFORMATION  
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## FOREWARD

This award and scholarship booklet has been developed for state affiliate leaders. It summarizes the awards and scholarships available to members of the School Nutrition Association. This packet is intended to provide an easy reference resource and assist states in promoting member involvement and participation in the various association award and scholarship programs.

**Please call SNA's Service Center at 800-877-8822  
or email at [servicecenter@schoolnutrition.org](mailto:servicecenter@schoolnutrition.org)  
with any award or scholarship questions.**

**You can also find this document in a pdf format on the SNA website  
[www.schoolnutrition.org](http://www.schoolnutrition.org).**



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## Award Deadlines

Award	Deadline	Action	Submitted To
<b>Louise Sublette Award of Leadership Excellence in School Nutrition</b>	December 1	Letter of Intent	State Presidents
	March 1	Submit Entry	
	March 15	State Winners Determined	State Presidents to Regional Directors
	April 5	Regional Winners Determined	Regional Directors
	May 1	National Winner Determined	Regional Directors to SNA
<b>Heart of the Program Award</b>	March 1	Submit Entry	State Presidents
	March 15	State Winners Determined	State Presidents to Regional Directors
	April 5	Regional Winners Determined	Regional Directors
	May 1	National Winner Determined	Section Chairs to SNA
<b>Outstanding Director of the Year Award</b>	March 1	Submit Entry	State Presidents
	March 15	State Winners Determined	State Presidents to SNA
	April 5	Regional Winners Determined	Member Services Committee
	May 1	National Winner Determined	Member Services Committee to SNA
<b>Thelma Flanagan Gold Award (for State Presidents)</b>	December 15	Recognition Form	Regional Directors
	December 31	Recognition Forms	SNA
<b>President's Award of Excellence</b>	October 15	State Plan of Action	State to Regional Directors
	June 1	Completed Application	State Presidents to SNA

# **School Nutrition Association**

## **Louise Sublette Award of Leadership Excellence in School Nutrition**

Each year, SNA honors school nutrition professionals with the *Louise Sublette Award of Leadership Excellence in School Nutrition*, which is considered the highest honor a school nutrition manager can earn. It recognizes the importance of those closest to the school nutrition program, the managers. A school nutrition manager is defined as someone who is based in a school and has supervisory or management responsibilities over kitchen operations.

### **Background**

The award is named in memory of Louise Sublette, a leader in school nutrition programs in Tennessee and in SNA. During her 43 years in the profession, she worked with many areas of foodservice and nutrition—public schools, colleges, hospitals and elderly feeding programs. Her name is given to this high award because throughout her life, Louise Sublette emphasized that the success of school nutrition depends upon those professionals who work in school nutrition programs.

### **The Award**

Foodservice/Nutrition manager members of SNA know that every special idea they use often improves the child nutrition program in their school. The award is given to the person who has taken a special idea, developed it into a goal and used that goal to help the school's nutrition program grow. By sharing these "success stories" good ideas can spread across the country and make school nutrition programs better.

### **Who May Apply**

Only Foodservice/Nutrition and Child Care Manager section members who are SNA certified may apply for this award. A Foodservice/Nutrition Manager/Head Cook/Assistant Manager and Child Care Manager section member and is paying SNA membership dues within the Foodservice/Nutrition Manager/Head Cook/Assistant Manager section is one who is assigned to one school or to a central kitchen that serves more than one school. Child Care members must be a provider with a child/day/family or name care center provider. The person may have responsibilities for more than one school but cannot be employed as a supervisor on a system-wide basis.

### **Recognition**

State, regional and national winners are recognized at SNA's Annual National Conference. State winners receive a plaque. Regional winners receive a plaque, \$100 and a complimentary registration for the current year's ANC. Regional winners are recognized at a general session at ANC where the national winner is announced. The national winner is awarded a plaque and an expense paid trip to the next year's ANC.

**School Nutrition Association**  
**Louise Sublette Award of Leadership Excellence in School Nutrition**

**Description**

**Local Louise Sublette Award of Leadership Excellence in School Nutrition** (*provided by state association*) is a certificate signed by the SNA President and Chair of the Foodservice Manager Personnel Section. Inscription reads:

School Nutrition Association  
Presents the  
Local Louise Sublette Award of Leadership Excellence in School Nutrition  
to  
(Name of Individual)  
a member of the Foodservice Manager Section  
in Recognition of Excellence in the  
Child Nutrition Program at:  
(Name of School)  
in the state of  
(Name of State)  
\_\_\_ (year) - \_\_\_(year)

**State Louise Sublette Award of Leadership Excellence in School Nutrition** is a plaque. Inscription reads:

School Nutrition Association  
Presents the  
State Louise Sublette Award of Leadership Excellence in School Nutrition  
to  
(Name of Individual)  
in Recognition of Excellence in  
Child Nutrition Programs  
\_\_\_ (year) - \_\_\_(year)

**Regional Louise Sublette Award of Leadership Excellence in School Nutrition** is a plaque, which features a small lamp of knowledge, \$100 and a complimentary registration for current year's Annual National Conference. Inscription reads:

School Nutrition Association  
Presents the  
Regional Louise Sublette Award of Leadership Excellence in School Nutrition  
to  
(Name of Individual)  
in Recognition of Excellence in  
Child Nutrition Programs  
\_\_\_ (year) - \_\_\_(year)

**National Louise Sublette Award of Leadership Excellence in School Nutrition** is a plaque, which features a large lamp of knowledge plus an expense-paid trip to the following year's Annual National Conference. Inscription reads:

School Nutrition Association  
Presents the  
National Louise Sublette Award of Leadership Excellence in School Nutrition  
to  
(Name of Individual)  
in Recognition of Excellence in  
Child Nutrition Programs  
\_\_\_ (year) - \_\_\_(year)

**School Nutrition Association**  
**Louise Sublette Award of Leadership Excellence in School Nutrition**  
**Award Entry Guidelines**

**General Qualifications**

- The award must be submitted by an individual (single person).
- From start to finish, the School Nutrition Manager person must be:
  - SNA member
  - Member of Foodservice/Nutrition Manager Section (paying dues in the Foodservice/Nutrition Manager/Head Cook/Assistant Manager section)
  - Certified by SNA certification program.
  - Employed in a child nutrition program as a Foodservice/Nutrition Manager/Head Cook/Assistant Manager/Child Care Manager

**Project Qualifications**

- Project completion must have occurred no more than 11 months prior to being submitted. To submit your application for the March deadline, the specified project has to be completed between **May 1 through April 30**. For example, a project completed in **April 2011** must be submitted no later than **March 1, 2012**.
- No project can take two years to complete. Entries with projects over two years will be disqualified.
- The description of the accomplishments must state the year the events took place. For example, if the goal was to train personnel over two years, the entry should describe the training for the first year and the second year. The project would be submitted the second year.
- State, regional, and national level winners may enter again.
- The same project cannot be re-submitted.

**Timetable**

**December 1** Letter of intent due to your state president.

**March 1** Entry must be received by your state president.

**March 15** State Presidents submit state winner to Regional Director.

**Requirements for Submitting Proposal**

- Complete Memorandum of Intent and send to your state president (see attached example).
- Official format must be followed. Review explanations on attached forms.
- The maximum number of activities that can be reported in Section 4 is five. You may report less.
- Additional activities can be listed in Section 7.
- There may be one to three pieces of documentation per page. Be sure to choose carefully.
- Books will be disqualified if there is more than three pieces of documentation per page.



## **Louise Sublette Award Entry Guidelines Continued**

- There may be no more than 12, one-sided pages, including application page. All pages must be 8 1/2 by 11. Larger pages will disqualify entry.
- Videotapes, cassette tapes, slides or any other special materials are not allowed. Include condensed scripts as part of your documentation.
- Decorative covers will not be considered by the judges.
- Review the evaluation sheet.
  - Is the purpose of the project clearly stated?
  - Are the activities clearly defined?
  - Do the results reflect measurable outcomes of the activities?
  - Was the purpose achieved?
  - Is the proof valid and does the proof relate the activity?

## MEMORANDUM

**TO:** \_\_\_\_\_ State President  
State Affiliate Name

\_\_\_\_\_  
Name of Current President

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**FROM:** \_\_\_\_\_  
Name of Project Entrant

\_\_\_\_\_  
School / District

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Membership Section (Please note that all applicants must be within the Foodservice/Nutrition Manager/Head Cook/  
Assistant Manager and Child Care Manager section)

**SUBJECT:** Louise Sublette Award of Leadership Excellence in School Nutrition  
Memorandum of Intent to Enter Contest

**DATE:** \_\_\_\_\_

This is to advise you that I will be submitting an entry for the **2011-2012** Louise Sublette Award of Leadership Excellence in School Nutrition.

I have a copy of the forms I must use and understand the complete application must be in your hands by **March 1, 2012**.

**School Nutrition Association**  
**Louise Sublette Award of Leadership Excellence in School Nutrition**

**Organizing and Reporting on the Project**

**Section 1: Description/Scope**

This section should answer the question: What is your present program like?

- Describe your school nutrition program. Include:
  - a brief description of what you are now doing.
  - school's classification (middle, elementary, high, etc.).
  - enrollment, number of lunches and breakfast served daily, and type of service, such as offer vs. serve; scramble self service; food bars, etc.

**Section 2: Appropriateness (The area identified for your project activity and why it is needed)**

This section will answer the question: What do I want to change and why does it need changing?

- Sample areas may include (suggestions only, they are not required and not limited to this list)
  - Implementing the Dietary Guidelines (State need for)
  - Training program for staff (Tell why the staff needs the type of training you suggest)
  - Increased participation (State where students now eat lunch/breakfast; identify target groups)
  - Nutrition Education (Tell what is being done and what should be done)

**Section 3: Defined Purpose (State in measurable terms the purpose of the project)**

This section will answer the question: How will I know if I have succeeded?

- Measurable means that you can "measure" the results. Examples include:
  - To increase participation from 65% of enrollment to 75% of enrollment.
  - To provide 10 hours staff training in equipment safety and food production techniques.

**Section 4: Activities (To accomplish the stated purpose the following activities were initiated)**

This should answer the question: What must I do to accomplish the purpose of this project?

- A maximum of five activities can be listed. You can list 3 or up to 5. Examples include:
  - Posted nutrition information on student bulletin boards.
  - Taught nutrition in fifth grade classroom; each session 30 minutes long.
  - Health Department official presented instructions for meeting state sanitary requirements.

## **Louise Sublette Award - Organizing and Reporting Continued**

### **Section 5: Documentation (List documentation of activities and include a maximum of one page of documentation for each activity.)**

This should answer the question: What did I do to make the project a success?

- There may be one to three pieces of documentation per page.
- Do not include foldout documents. All documents must be flat on the page.
- If you reduce document size, they must be readable from a normal reading distance.
- Examples include:
  - Pictures of posters used to promote nutrition education.
  - Newspaper articles with picture reporting on nutrition fair at \_\_\_\_\_ school.
  - Copy of letter from [Mrs. Jones] concerning class activity.

### **Section 6: Presentation of Results (List accomplishments in measurable terms, attach maximum of two pages of documentation.)**

This should answer the question: What did the project accomplish?

- Examples include:
  - Participation was increased during the period **November 2011 - March 2012** from 65% to 75%. Documentation could include a graph or chart of the participation each month.
  - Twenty-five staff members received certificates for completing ten hours of training from Gallieo's course (Food Production Techniques). Documentation could include a miniature certificate and class roster.

### **Section 7: Additional Activities (Describe other activities used to help accomplish project.)**

This should answer the question: What other factors contributed to the success of this project?

- Examples include: Personal contacts. Each cook contacted five parents to explain food service and to encourage them to have their children eat in the cafeteria.

***Do NOT submit documentation for this section.***

**School Nutrition Association**  
**Louise Sublette Award of Leadership Excellence in School Nutrition**

**Entry Form**

Name \_\_\_\_\_ School \_\_\_\_\_  
Address (home) \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone (home) \_\_\_\_\_ Telephone (school) \_\_\_\_\_  
State Affiliate \_\_\_\_\_ Email \_\_\_\_\_  
Membership No. \_\_\_\_\_ Certification Expiration Date \_\_\_\_\_  
Name of Principal or Immediate Supervisor \_\_\_\_\_

\_\_\_ I certify that I am a manager who is based in a school and has supervisory or management responsibilities over kitchen operations.

\_\_\_ I certify that the information contained in the Louise Sublette Award of Leadership Excellence application is correct and that the project was initiated and completed by me.

\_\_\_\_\_  
Signature of Member Date

**FOR STATE APPROVAL ONLY**

Date Submitted to State President \_\_\_\_\_

Deadline: **March 1**

\_\_\_\_\_  
Signature of State President Date

**FOR REGIONAL APPROVAL ONLY**

Date Submitted to Regional Director \_\_\_\_\_ State of \_\_\_\_\_

Deadline: **March 15**

\_\_\_\_\_  
Signature of Regional Director Date

**FOR NATIONAL APPROVAL ONLY**

Date Submitted to Regional Directors \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
Signature of Regional Director Date

**School Nutrition Association  
Louise Sublette Award of Leadership Excellence in School Nutrition**

**Project Report**

Name of School: \_\_\_\_\_ Year of Project: \_\_\_\_\_

NOTE: Excess documentation or pages will disqualify the entry.

**1. Describe present school nutrition program.**

**2. Identify the area for project activity and why area was chosen.**

## **Louise Sublette Award Project Report Continued**

**3. The purpose of the project was to: (state purpose in measurable terms).**

**4. To accomplish the stated purpose, the following activities were initiated. (List 3-5 activities used to accomplish purpose.)**

## **Louise Sublette Award Project Report Continued**

**5. List documentation of activities in space provided below and attach a maximum of one page of documentation per activity.**

**6. List what was accomplished; measurable results of project; and attach a maximum of two pages of documentation.**



## **Louise Sublette Award Project Report Continued**

- 7. Describe other activities used to help accomplish the project. Do not submit documentation for this section.**

**School Nutrition Association  
Louise Sublette Award of Leadership Excellence in School Nutrition**

**Checklist: Person Entering Project**

For use by person preparing and submitting a project to help make sure everything is included. Its use is strictly optional and must not be submitted with project.

Activity to Complete Award Entry	Date Completed or Checked	Comments
<b>Met General Qualifications</b>		
· SNA Member within the Foodservice/ Nutrition Manager/Head Cook/Assistant Manager and Child Care Manager section		
· SNA Certified		
· Employed as a Foodservice/Nutrition Manager/Head Cook/Assistant Manager or Child Care Manager		
<b>Project Qualification</b>		
· Year of Award		
· New Project (Not previously submitted)		
<b>Timetable</b>		
· Project sent to State President prior to <b>March 1</b>		
<b>Requirements for Project</b>		
· Memorandum of Intent Mailed to State President ( <b>Dec. 1</b> )		
· Official format used and all sections completed (See attached Format Checklist)		
· Number of Activities completed for project (3-5 activities)		
· Number of (8½x11) documentation pages included (1 page per activity) <b>one side only</b>		
· Application Form (LS-B) - (1 Page)		
· Project Report Form (LS-C) - (4 Pages)		
· Section 5- Documentation Pages (5 Pages Maximum)		
· Section 6- Proof Pages (2 Pages Maximum)		
· Other Activities Defined in Section 7		
· Pages (8½x11) <b>one side only</b> (12 Pages Maximum)		

**School Nutrition Association  
Louise Sublette Award of Leadership Excellence in School Nutrition**

**Format Checklist**

**FOR: State Presidents  
SNA Regional Directors**

Use checklist to screen all entries prior to judging.

**VERIFICATION**

- Verified: SNA Member (Foodservice/Nutrition Manager/Head Cook/Assistant Manager and Child Care Manager section dues)
- Verified: SNA Certified
- Project does not exceed 2-year time limit

**FORMAT**

- Paper Size 8½ x 11 -- Single Side Only
- Total number of pages -- 12 pages maximum

**SECTION 5**

- Number of Activities: 5 maximum
- Documentation Pages: 5 pages maximum  
(NOTE: No more than 3 pieces of documentation per/page)

**SECTION 6**

- Proof Pages -- Results Section: 2 pages maximum  
(NOTE: No more than 3 pieces of documentation per/page)

**School Nutrition Association**  
**Louise Sublette Award of Leadership Excellence in School Nutrition**  
**Evaluation and Judging**

**General Instructions**

- All judges (state, regional and national) will use the official score sheet to evaluate entries. The entry with the largest numerical score will be the winner.
- The categories and points assigned to each category are as follows:

<b>Section 1 - Descriptions/Scope</b> .....	5
<b>Section 2 - Appropriateness</b> .....	5
<b>Section 3 - Defined Purpose</b> .....	15
<b>Section 4 - Activities</b> .....	20
<b>Section 5 - Documentation</b> .....	15
<b>Section 6 - Presentation of Results</b> .....	25
<b>Section 7 - Additional Activities</b> .....	15
<b>Total Possible Points</b> .....	<b>100</b>

Judges will note strengths and areas of improvement on all entries.

**State Responsibilities**

State Presidents receive all entries by **March 1** and will:

- Study carefully the criteria for Louise Sublette Award of Leadership Excellence.
- Entries will be judged on the rules and if the format (Format Checklist page 17) is not followed the work must be disqualified. (Even if it is the only entry from that state.)
- Select a minimum of three judges to evaluate the project reports. The judges shall use the official score sheet, page 20. It is suggested that one of the judges should be part of the Foodservice/Nutrition/Head Cook/Assistant Manager and Child Care Manager section.
- Check with SNA Headquarters to verify that entrants are active members and certified.
- Keep the official evaluation summary and composite score sheets on file for one year. (Format Checklist page 17)
- Transmit winning entry to the regional director to be received by **March 15**.
- Notify the winner that his/her application will be judged in the regional competition. Notify other entrants of the judges' decision noting strengths and areas of improvement.
- Plan for appropriate recognition of the State Winner.

**Regional Director Responsibilities**

- Study carefully the criteria for Louise Sublette Award of Leadership Excellence.
- Publicize the awards and encourage states to participate.
- Assure the receipt of entries from the State Presidents by **March 15** and use Format Checklist to screen all entries.
- Check with SNA Headquarters to verify that entrants are active members and certified.
- Appoint a minimum of three judges to evaluate the entries. The judges shall use the official evaluation, summary and composite score sheets.
- Transmit the regional winning entry to SNA Headquarters.
- Notify regional winner and other entrants of their status after the judging.

## **Louise Sublette Award Evaluation and Judging Continued**

### **Regional Director Responsibilities (continued)**

- Headquarters will secure plaques to be presented at ANC and provide complimentary ANC registration to all regional winners.
- Plan for recognition of the state and regional winners at the Annual National Conference.
- Provide information to State/Regional winners regarding ANC recognition events.
- Keep the official evaluation summary and composite score sheets on file for one year.

SNA Regional Directors will act as official judges in the selection of the national winner. In the event of a tie, the SNA President-elect will break the tie. Each judge will:

- Study carefully the criteria for Louise Sublette Award of Leadership Excellence and use Format Checklist attached to screen all entries.
- Use the official evaluation, summary and composite score sheets to assign a numerical score to each entry.
- Following independent evaluation, the judges will meet together with the other judges as a team to add total scores for each entry and declare the person receiving the highest total score the winner.
- After the National Leadership Conference, letters of congratulations should be sent to all Regional winners.

**School Nutrition Association  
Louise Sublette Award of Leadership Excellence in School Nutrition**

**Evaluation Sheet**

Name of Applicant \_\_\_\_\_

Note: Excess documentation or pages will disqualify the entry.

		<b>Points Awarded</b>
<b>Section 1: Description/Scope</b>		
• Does the program description indicate the scope of school nutrition operation?	(5)	_____
<b>Section 2: Appropriateness</b>		
• Is area identified appropriate to school nutrition?	(3)	_____
• Is area identified essential for efficient school nutrition operation?	(2)	_____
<b>Section 3: Defined Purpose</b>		
• Is purpose stated in measurable terms?	(5)	_____
• Is purpose clearly defined?	(5)	_____
• Does purpose relate to a predetermined need for improvement?	(5)	_____
<b>Section 4: Activities</b>		
• Are activities clearly stated?	(5)	_____
• Are activities appropriate to project? (project's purpose)	(5)	_____
• Do activities involve other school nutrition staff at your site?	(5)	_____
• Do activities involve other school staff or organizations?	(5)	_____
<b>Section 5: Documentation</b>		
• Is title of documentation clearly stated?	(3)	_____
• Is documentation on list appropriate to project?	(7)	_____
<b>Activity Pages (documentation)</b>		
• Are activity pages in order listed in Section 5?	(2)	_____
• Are activity pages organized for maximum effect?	(3)	_____

# Louise Sublette Award Evaluation Sheet Continued

## Section 6: Review/Presentation of Results

- Is success clearly indicated by the results? (5) \_\_\_\_\_
- Do the accomplishments listed reflect the intent of project?  
(project's purpose) (5) \_\_\_\_\_

## Documentation Sheets

- Does the documentation specifically relate to purpose? (5) \_\_\_\_\_
- Is documentation logically presented? (5) \_\_\_\_\_
- Does documentation contrast the area addressed before and after its completion? (5) \_\_\_\_\_

## Section 7: Additional Activities

- Do the additional activities specifically relate to the project? (5) \_\_\_\_\_

## Summary Evaluation

- Did the project demonstrate originality? (4) \_\_\_\_\_
- Was there evidence of prior planning for entire project? (2) \_\_\_\_\_
- Was the project logical and well organized? (2) \_\_\_\_\_
- Did the project project a serious intention for improvement? (2) \_\_\_\_\_
- Subjective evaluation of overall presentation  
(Each judge please write one concise statement) No Point Value \_\_\_\_\_

**Total Points Awarded** \_\_\_\_\_

**School Nutrition Association  
Louise Sublette Award of Leadership Excellence in School Nutrition**

**Judges Evaluation Comments**

Name of Applicant \_\_\_\_\_

State \_\_\_\_\_

**STRENGTHS:**

**AREAS FOR IMPROVEMENT:**

**ADDITIONAL COMMENTS:**

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Date



**School Nutrition Association  
Louise Sublette Award of Leadership Excellence in School Nutrition**

**Composite Score Sheet**

<b>Name</b>	<b>Score of Judge #1</b>	<b>Score of Judge #2</b>	<b>Score of Judge #3</b>	<b>Score of Judge #4</b>	<b>Score of Judge #5</b>	<b>Score of Judge #6</b>	<b>Total Score</b>

# School Nutrition Association

## Heart of the Program Award

The School Nutrition Association sponsors a *Heart of the Program Award*. This award is designed to recognize the valuable program contribution of school nutrition employees who work with their manager in daily operations in preparing and serving appetizing meals to children. These employees can make the difference between an outstanding program or an average program.

### Background

The *Heart of the Program Award* initially began as a program on the state level. The award was created to recognize outstanding school nutrition employees who exhibit an extraordinary commitment to the nutrition program. The popularity of state award programs prompted the creation of the national *Heart of the Program Award*.

### The Award

Employees influence the quality of school nutrition programs by customer service, interest in young people, cooperation, work attendance, creativity, participation in professional growth and training and their willingness to "Go The Extra Mile" when necessary. These qualities are used to evaluate the *Heart of the Program Award* entries. Employees who are preparing and serving food are the *Heart of the Program*. Because the *Heart of the Program Award* is being implemented by states now, the same criteria will be used for the national award.

### Who Is Eligible

This award is intended to recognize non-management staff. Foodservice/Nutrition and Child Care Employee staff members, excluding managers, may be nominated to win this award. A Foodservice/Nutrition or Child Care Employee staff member is one who is assigned to one school or a kitchen that serves more than one school. Nominations must be originated and submitted by any employee in the school or childcare center. These employees may select one person who meets the criteria described on the nomination form to represent their school at the state level. You cannot nominate or recommend yourself for the *Heart of the Program Award*.

### Recognition

All awards will be provided by SNA:

- State, regional and national winners are recognized during the State Awards Ceremony at SNA's Annual National Conference.
- State winners receive a red heart-shaped pin, a certificate, and a ribbon.
- Regional winners receive a blue heart-shaped pin, a framed certificate, and a rosette.
- National winner receives a gold heart-shaped pin, a plaque, a rosette and 1-year complimentary state and national SNA membership.
- National winner also receives a complimentary registration to the current year's ANC.

# School Nutrition Association Heart of the Program Award

## Entry Guidelines

### General Qualifications

Only one person per school may be nominated for the state competition. The nominee must be:

- An SNA member in the Foodservice/Nutrition or Child Care Employee section. Membership is required both during the time described in entry form and at the time the entry is submitted.
- Certified by the SNA certification program.
- Employed in a school foodservice or childcare nutrition program.

### Timetable

- Nomination forms and judging criteria will be available by **September 1**.
- All entries must be received by the state affiliate presidents by **March 1**.
- State winning entries must be received by the Regional Directors by **March 15**.
- Regional winner selected by **April 5**.
- National winner selected by **May 1**.

### Requirements for Submitting a Nomination

- Nominations must originate and be submitted by school employees.
- Documentation is limited to the space provided on the entry form and an official attendance record.
- Judging will be based on previously stated criteria.



**School Nutrition Association  
Heart of the Program Award**

**Nomination Form  
Form A**

Employee's Name \_\_\_\_\_ SNA Membership Number \_\_\_\_\_

School Name \_\_\_\_\_ State \_\_\_\_\_

Foodservice/Nutrition Director \_\_\_\_\_ Manager \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

**Work Attendance Record**

**Attach attendance record to show proof of excellent attendance.**

**Directions:** Briefly describe the nominee's accomplishments in the areas being judged showing how their efforts have benefited the foodservice program in their school. Written materials may not exceed the space provided on the nomination form. An official record, letter or note confirming their work attendance will be the only additional material accepted. Be very specific and provide sufficient information on the nominee's results and/or benefits to the school. Also be sure to include the signature of the supervisor.

**Customer Service:** Describe how nominee interacts with peers, students, school staff and community. (3 paragraph maximum)

**School Nutrition Association  
Heart of the Program Award**



**Nomination Form  
Form A**

**Demonstrates Creativity:** Describe how nominee demonstrates creativity in their work whether in food presentation or preparation, helping to promote the program, solving problems, etc. (2 paragraph maximum)

**Professional Growth and Training:** Describe what nominee has done to continue their professional growth and development. Certification, education, type of professional development, meetings attended, etc. (1 paragraph maximum)

**Willingness to "Go the Extra Mile":** Describe overall why nominee deserves award and give examples where they have gone above and beyond. (2 paragraph maximum)

**School Nutrition Association  
Heart of the Program Award  
State/Regional/National Entry Form  
Form B**

Name of Nominee: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

SNA Membership Number: \_\_\_\_\_ School: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Certification Expiration Date: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ District: \_\_\_\_\_

\_\_\_\_\_ District SF Director: \_\_\_\_\_

District Phone Number: \_\_\_\_\_

**FOR STATE APPROVAL ONLY**

Date Submitted to State President: \_\_\_\_\_

Deadline: **March 1**

\_\_\_\_\_  
State President's Signature

\_\_\_\_\_  
Date

**FOR REGIONAL APPROVAL ONLY**

Date Submitted to Regional Director: \_\_\_\_\_ State of: \_\_\_\_\_ Deadline: **March 15**

\_\_\_\_\_  
Regional Director's Signature

\_\_\_\_\_  
Date

**FOR NATIONAL APPROVAL ONLY**

Date Submitted to National: \_\_\_\_\_ State of: \_\_\_\_\_

\_\_\_\_\_  
Committee Chair's Signature

\_\_\_\_\_  
Date

## School Nutrition Association Heart of the Program Award

### Checklist: Person Submitting Nomination

For use by person preparing and submitting nomination. Use is strictly optional. Do not submit with project.

Activity to Complete Award Entry	Date Completed or Checked (√)	Comments
<b>Met General Qualifications</b>		
• SNA Member		
• SNA Certified		
• Foodservice Employee (not a manager)		
<b>Timetable</b>		
• Entry and Nomination Form sent to State President prior to <b>March 1</b>		
<b>Requirements for Project</b>		
• Official format used and all sections completed (See attached Format Checklist)		
• Nomination Form A		
• Entry Form B		

**School Nutrition Association  
Heart of the Program Award**

**Format Checklist**

**For:** State Presidents  
SNA Regional Directors  
SNA Committee Chairs

Use checklist to screen all entries prior to judging.

<b>VERIFICATION</b>
---------------------

- Verified: SNA Membership
- Verified: SNA Certification

<b>FORMAT</b>
---------------

- Official Entry and Nomination used
- Total number of pages: 2 pages, plus official work attendance record



# School Nutrition Association Heart of the Program Award

## Evaluation and Judging

### General Instructions

- All judges (state, regional and national) will use the official score sheet to evaluate entries.
- All award entries are confidential and not to be shared.
- The categories and points assigned to each category are as follows:  
Section 1 - Customer Service (Interaction with peers, students, school staff and community) ..... 25  
Section 2 - Demonstrates Creativity ..... 20  
Section 3 - Professional Growth and Training ..... 20  
Section 4 - Willingness to "Go the Extra Mile" ..... 25  
Section 5 - Work Attendance ..... 10  
**Total Possible Points ..... 100**

### State Responsibilities

State Presidents receive all entries by **March 1** and will:

- Study carefully the criteria for the Heart of the Program Award.
- Judge the nominations on the criteria, and if the format is not followed, the nomination must be disqualified.
- Select a minimum of three judges to evaluate the entries. The judges should use the official score sheet.
- Check with SNA Headquarters to verify that entrants are active members and certified.
- Keep the official score sheets on file for one year.
- Transmit winning entry to the regional director using Form B to be received by **March 15**.
- Notify winner that his/her application will be judged in the regional competition.
- Plan for appropriate recognition of the State Winner. SNA will provide the designated prize for the state winners.
- Be very specific and descriptive in the information that you submit.

### Regional Director Responsibilities

Regional Directors receive winning entries by **March 15** and will:

- Study carefully the criteria for the Heart of the Program Award.
- Publicize the award and encourage states to participate.
- Assure the receipt of entries from the State Presidents (Form B) by **March 15**.
- Check with SNA Headquarters to verify that entrants are active members and certified.
- Appoint a minimum of three judges to evaluate the entries. The judges shall use the official score sheet.
- Transmit the regional winning entry to SNA Headquarters.
- Notify regional winner and other entrants of their status after the judging.
- Forward names and addresses of all regional winners to SNA headquarters (Form B).
- Keep the official score sheets on file for one year.

## **Heart of the Program Award Evaluation and Judging Continued**

### **Committee Chair's Responsibilities**

SNA Committee Chairs will act as official judges in the selection of the national winner. In the event of a tie, the SNA President-elect will break the tie. Each Judge will:

- Study the criteria for Heart of the Program Award.
- Use the official score sheet to evaluate entries.
- Be independent in their evaluation of the entries. The judges will meet together as a team, add total scores for each entry and declare the person receiving the highest total score the winner.

### **Headquarters Responsibilities**

- Secure the designated prize for the regional winners prizes.

**School Nutrition Association  
Heart of the Program Award**

**Evaluation Sheet**

**Name of Applicant:** \_\_\_\_\_ **Points Awarded**

**Section 1: Customer Service** (25) \_\_\_\_\_

**Section 2: Demonstrates Creativity** (20) \_\_\_\_\_

**Section 3: Professional Growth and Training** (20) \_\_\_\_\_

**Section 4: Willingness to "Go the Extra Mile"** (25) \_\_\_\_\_

**Section 5: Work Attendance** (10) \_\_\_\_\_

**Total Points Awarded:** \_\_\_\_\_

**Strengths:**

**Areas for Improvement:**

**Additional Comments:**

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Date



# **School Nutrition Association Outstanding Director of the Year Award**

The School Nutrition Association (SNA) sponsors the Outstanding Director of the Year Award. This award recognizes the outstanding contributions of school nutrition directors who manage effective programs that provide healthful, appetizing and nutritious meals to students.

## **Background**

School nutrition directors are responsible for all aspects of foodservice operations, including budgeting, staffing, training, marketing, as well as championing the benefits of these programs to students, the education community, and the public.

SNA has established award programs to recognize the contributions of managers and front-line school foodservice workers who prepare and serve meals to students. This award recognizes the valuable contributions of school nutrition directors who ensure the success of foodservice programs.

## **Who is Eligible**

This award is intended to recognize school nutrition directors at the district level. The person's supervisor, staff or peers may submit nominations. Self-nominations will not be accepted.

A director may be nominated if he or she meets the following criteria:

- Director of school nutrition for at least ten years.
- Member of SNA and their state association for the past five years (District Director or Major City Director Sections).
- Served in at least one position on the state or national executive board or on an SNA national committee or state committee.
- Involved in their community by sharing their foodservice and nutrition knowledge and expertise.
- SNA Certified. Credentialed as a School Nutrition Specialist (SNS) is preferred.

## **Nomination Criteria**

The nomination should be based on how well the nominee meets the following areas:

- Program Enhancement (i.e. manage staff well).
- Staff Development (i.e., leading, training, and motivating staff).
- School Involvement (i.e., promoting school foodservice programs).
- Association Involvement/Promotion (i.e., promoting the value of SNA/state association membership).
- Community Involvement (i.e., sharing foodservice and nutrition knowledge/expertise with community organizations).
- A second nomination is allowed unless the previous nomination resulted in being named the National Outstanding Director of the Year.

The nomination must be written in third person so that nominee's name does not appear throughout the entry and only on first page of form. This will allow the judges to be as objective as possible. All award entries are confidential and not to be shared.

## Outstanding Director of the Year Award Continued

### Awards

All awards will be provided by SNA. State, regional and national winners are recognized at SNA's annual national conference. Regional winners and the national winner are recognized at a general session where the national winner is announced.

- State winners receive a certificate and a ribbon.
- Regional winners receive a plaque and a regional rosette.
- National winner receives a plaque, a rosette for the winner to wear at conference, and complimentary registration to the following year's ANC.

### Judging

The Member Services Committee will serve as the official judges for this award. Committee members will judge entries from regions other than their own.

### Timetable

- Nomination forms and judging criteria will be available by **September 1**.
- State affiliate presidents must receive all entries by **March 1**.
- State winning entries must be received by SNA headquarters to be assigned a random number by **March 15**.
- State winning entries will be sent to the regional representative on the Member Services Committee by **March 31**.
- Regional winners will be selected by the Member Services Committee regional representative by **early April**.
- Regional winning entries will be sent to SNA headquarters by **April 5**.
- National winner is selected by the entire Member Services Committee by **May 1**.

### Requirements for Submitting a Nomination

- Nominations may be submitted by the person's supervisor, staff, or fellow school nutrition colleague.
- Nominations must be written in the third person so that nominee's name does not appear throughout the entry. Nominee's name should only appear on top page of the nomination form so judging is as objective as possible.
- Documentation is limited to the space provided on the nomination form. The official nomination form must be used. If more space is used, nomination will be disqualified.
- Entry form 2 must be submitted along with the completed nomination form.
- Judging will be based on the previously stated criteria.



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## School Nutrition Association Outstanding Director of the Year Award

### Nomination Form Form 1

Nominee's Name \_\_\_\_\_ SNA Membership Number \_\_\_\_\_

School District \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email Address (if available) \_\_\_\_\_

Number of years nominee has been a(n):

School Foodservice Director \_\_\_\_\_ SNA Member \_\_\_\_\_ State Association Member \_\_\_\_\_

Please check all that apply:

- SNA Certified
- SNS Credential

.....

**Directions:** Briefly describe the nominee's accomplishments in the areas being judged that clearly demonstrate how their efforts have helped to enhance the school foodservice and nutrition program in their district. Written materials may not exceed the space provided on the nomination form. Be very specific and provide sufficient information on the nominee's results and/or benefits to the program. **The nomination MUST be written in the third person** so that the nominee's name does not appear throughout the form and only on Form 1. Please remember to sign the nomination form.

**Program Enhancement** (please describe how well this person manages the foodservice program)

**Outstanding Director of the Year Nomination Form 1 Continued**

**Staff Development** (please provide information on training provided to staff)

**School Involvement** (please describe what the nominee has done to promote school foodservice programs in their district)



**Outstanding Director of the Year Nomination Form 1 Continued**

**Association Involvement** (please describe what the nominee has done to promote involvement in SNA and their state association to their employees)

**Community Involvement** (please describe what the nominee has done to contribute to their community through nutrition-related community involvement)

.....

**Submitted by** \_\_\_\_\_ **District** \_\_\_\_\_  
(Please print clearly)

**Date Submitted** \_\_\_\_\_

**FORM 1**



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Official Use Only  
Assigned Number \_\_\_\_\_

Date Sent to Committee \_\_\_\_\_

## School Nutrition Association Outstanding Director of the Year Award

### State/Regional/National Entry Form Form 2

Instructions: Please attach Form 2 to the nominee's nomination form.

Name of Nominee \_\_\_\_\_

School District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax \_\_\_\_\_

SNA Membership Number \_\_\_\_\_ Membership Expiration Date \_\_\_\_\_

Certification or Credentialing Status:

SNA Certified \_\_\_\_\_  
Expiration date

SNS Credentialed \_\_\_\_\_  
Expiration date

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#### For State Competition Only

State President's Signature \_\_\_\_\_

Date Entry Received \_\_\_\_\_

State Winner

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#### For Regional Competition Only

Regional MSC Representative's Signature \_\_\_\_\_

Date Entry Received \_\_\_\_\_

Regional Winner

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#### For National Competition Only

MSC Member's Signature \_\_\_\_\_

Date Entry Received \_\_\_\_\_

National Winner



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## **School Nutrition Association Outstanding Director of the Year Award**

### **Judging Checklist**

#### **For use by:**

- State Presidents
- Member Service Committee Regional Representatives
- SNA Member Services Committee

**Instructions: Use checklist to screen all entries prior to judging**

#### **Verification**

- SNA membership
- SNA certification or SNS credentialing

#### **Format**

- Official entry and nomination forms used
- Total number of pages = 2 pages (double-sided)

# School Nutrition Association Outstanding Director of the Year Award

## Evaluation and Judging

All judges for state, regional and the national winners must use the official score sheet to evaluate entries.

The categories and points assigned to each category are as follows:

Section 1: Program Enhancement .....	25
Section 2: Staff Development.....	20
Section 3: School Involvement.....	20
Section 4: SNA/State Association Involvement.....	20
Section 5: Community Involvement.....	15
<b>Total Possible Points.....</b>	<b>100</b>

### State President Responsibilities

- Publicize the award and encourage states to participate.
- Verify that nominations are judged on the criteria, and if the format is not followed, the nomination must be disqualified.
- Select a minimum of three [3] judges to help with the evaluation of entries. The judges shall use the official score sheet.
- Verify entrants' SNA membership and certification (or credentialing) status with SNA headquarters.
- Keep the official score sheets on file for one year.
- Select only one entry per state. Send the state winning entry to SNA headquarters by **March 15**.
- Notify winner that his/her nomination will be judged in the regional competition.
- Plan for an appropriate recognition of the state winner. SNA will provide the designated prize for state winners. State winners will be recognized at the State Awards Ceremony during the Annual National Conference.
- State Presidents – please mail winning submissions directly to the SNA headquarters. SNA staff will ensure delivery to the Member Services Committee.

### Member Services Committee Regional Representative's Responsibilities

- Publicize the award and encourage states to participate.
- Assure the receipt of entries from SNA headquarters by **March 31**.
- Appoint a minimum of three [3] judges to help with the evaluation of entries. The judges shall use the official score sheet.
- Keep the official score sheets on file for one year.
- Select only one regional winner. Send the regional winning entry to the SNA headquarters by **April 5**.

## **Outstanding Director of the Year Evaluation and Judging Continued**

### **Member Services Committee Regional Representative's Responsibilities (continued)**

- Notify the regional winner that his/her nomination will be judged in the national competition. Notify other entrants of their status after the judging.
- SNA will secure the designated prize for the regional winners.

### **SNA Headquarters Responsibilities**

- Provide promotional materials to publicize award.
- Receive state winning entries from state presidents by **March 15**.
- Send state winning entries to the regional representative on the Member Services Committee by **March 31**.
- Receive regional winning entries from the Member Services Committee by **April 5**.
- Set up a time for the final judging and selection of the national winner.
- Secure prizes for state, regional, and national winners.

### **Member Services Committee Responsibilities**

The SNA Member Services Committee will serve as the official judges in the selection of regional and national winners.

- Committee members should judge entries from regions other than their own for the regional judging. This will allow for more objective judging.
- Use the official score sheet to evaluate the entries.
- Evaluation of the entries will be made independently. The Member Services Committee will meet together as a team, add total scores for each entry and declare the person receiving the highest total score the national winner.



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**School Nutrition Association  
Outstanding Director of the Year Award**

**Judging Sheet**

**Name of Nominee** \_\_\_\_\_

<b>Section</b>	<b>Points Awarded</b>
Program Enhancement	_____ [25]
Staff Development	_____ [20]
School Involvement	_____ [20]
Association Involvement	_____ [20]
Nutrition-Related Community Activity	_____ [15]
<b>Total Points Awarded</b>	_____ [100]

**Comments:**

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\_\_\_\_\_  
**Signature of Judge**

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

# School Nutrition Association

## Goal and Growth Membership Awards

Each year during the Annual National Conference (ANC), cash awards and certificates are presented to states for attaining the membership goals as established by the SNA Member Services Committee, and for achieving the greatest increase in membership. The SNA Membership Department determines which states are eligible for these awards. Membership awards are based on the increase in membership from the May 31 Membership Statistical Report from the previous year to the May 31 statistical report of the current year.

### Categories of awards are:

- **Membership Goal Award**  
Every year a membership goal for the association overall and for each state affiliate is determined based on recent membership trends by the Member Services Committee with the approval of SNA's Executive Board. Each state that meets its membership goal for the year is awarded \$300.
- **Increasing Membership Award**  
States whose membership increases over the previous May are awarded \$2 per every increase in members to a maximum of \$200.
- **Membership Growth Award**  
SNA will award six ANC registrations to state affiliates in recognition of membership growth.

In order to provide equal opportunity for states of different sizes, states are divided into three groups. Group membership will be based on May 31 membership numbers of the previous year.

- Group 1 -- 1 to 500 members
- Group 2 -- 501 to 1,000 members
- Group 3 -- 1,001 members and above

Within each group of states, two awards will be presented.

- One for the largest *number* increase.
- One for the largest *percentage* increase.

In order to provide as many winners as possible, it will be our policy that no state can win more than one award per year. In the event that a single state has the largest number increase and the largest percentage increase, the state in that group having the second largest percentage increase will receive the second award.

# **School Nutrition Association Professional Development Awards**

Each year during the Annual National Conference (ANC), cash awards and certificates are presented to states for attaining both certification and credentialing goals as established by the SNA Education Committee, and for achieving the greatest increase in certified members. SNA's Education Center determines which states are eligible for these awards. Certification and credentialing awards are based on the increase in certification and credentialing from the May 31 Certification and Credentialing Reports from the previous year to the May 31 reports of the current year.

## **Categories of awards are:**

- **Certification and Credentialing Goal Award**  
The Certification and Credentialing Goal Award is determined by the SNA Education Committee with the approval of the Executive Board. The certification figures are those in accordance with the Certification and Credentialing Statistical Report of May 31. A two percent increase in certification and credentialing over the previous year is the goal. The cash award to each state for attaining its goal is fifty dollars (\$50).
  
- **Greatest Overall Increase in Certification**  
The two states with greatest overall percentage increase above the two percent certification goal are each awarded \$150 and a certificate of recognition.



**School Nutrition Association  
100% Membership Award Application  
FOR INDIVIDUAL SCHOOL**

Name of Individual School: \_\_\_\_\_

Chapter Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name of School Nutrition Director: \_\_\_\_\_

Number of School Nutrition employees in the system: \_\_\_\_\_

**Names of employees and employee membership numbers:**

- |          |           |
|----------|-----------|
| 1- _____ | 10- _____ |
| 2- _____ | 11- _____ |
| 3- _____ | 12- _____ |
| 4- _____ | 13- _____ |
| 5- _____ | 14- _____ |
| 6- _____ | 15- _____ |
| 7- _____ | 16- _____ |
| 8- _____ | 17- _____ |
| 9- _____ | 18- _____ |

*(Please list additional names on a separate sheet and attach.)*

Signed: \_\_\_\_\_  
Director, School Nutrition Date

**INSTRUCTIONS:** To qualify, all regular nutrition personnel in the school must be SNA members "as of" \_\_\_\_\_. See Procedure, Certificates of Achievement for 100% Membership, for date of any given year. The official SNA membership list for that date shall be used as proof of membership.

**One application per INDIVIDUAL SCHOOL shall be completed upon meeting this level of achievement and mailed to the State Membership Representative named below:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Check One:  CERTIFICATE AND SEAL (if no previous award has been received or if new certificate is needed)  
 SEAL (to add to the certificate previously received)

# School Nutrition Association 100% Membership Award Application FOR DISTRICTS

Name of District: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name of School Nutrition Director: \_\_\_\_\_

Number of School Nutrition employees in the district: \_\_\_\_\_

Name of Schools in District	Address	Zip Code
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____

*(Please list additional schools on a separate sheet and attach)*

Signed: \_\_\_\_\_  
Director, School Nutrition
Date

**INSTRUCTIONS:** To qualify, all regular nutrition personnel in the school must be SNA members "as of" \_\_\_\_\_. See Procedure, Certificates of Achievement for 100% Membership, for date of any given year. The official SNA membership list for that date shall be used as proof of membership.

**One application per DISTRICT shall be completed upon meeting this level of achievement and mailed to the State Membership Representative named below:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Check One:     CERTIFICATE AND SEAL (if no previous award has been received or if new certificate is needed)  
                    SEAL (to add to the certificate previously received)

**School Nutrition Association  
Request Form For 100% Membership  
Certificates and Seals  
TO BE SENT TO SNA HEADQUARTERS**

Please complete the following information for your 100% Membership Certificates and Seals and return to SNA headquarters at least forty-five (45) days prior to your state meeting.

**STATE AFFILIATES MUST VERIFY MEMBERSHIP OF NUTRITION EMPLOYEES  
IN SCHOOLS OR DISTRICTS APPLYING**

If your annual state conference occurs January 1 - June 30, use the official SNA state list "as of 12/31" to determine eligibility for awards. If your annual state conference occurs July 1 - December 31, use the official SNA state list "as of May 31" to determine eligibility for awards.

State: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

**Please list how many you need of each of the following:**

**Individual School Certificates:** \_\_\_\_\_

**District Certificates:** \_\_\_\_\_

**SNA Presidential Seals:** \_\_\_\_\_

**RETURN THIS FORM TO:**

**SCHOOL NUTRITION ASSOCIATION**

Membership and Affiliate Services  
120 Waterfront Street, Suite 300  
National Harbor, MD 20745  
301-686-3100 / 800-877-8822 / FAX 301-686-3115



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## **School Nutrition Association Thelma Flanagan Gold Achievement Award**

Thelma Flanagan was an SNA pioneer leader and Past President, who throughout her long child nutrition career championed high professional standards for all SNA members. She promoted ongoing member training as the key to development of quality school meal programs. She encouraged long-range vision, challenging members to adapt to change and "raise the bar," moving child nutrition programs ever forward.

Each year SNA honors state leaders who support high professional standards for all members throughout their year as State President. This includes incorporating high standards of achievement in areas of leadership, dedication and commitment to the professional development of their members and child nutrition programs.

State presidents will be recognized for their year of service to their association by receiving the Thelma Flanagan Gold Achievement Award. The gold, framed certificates are presented at the SNA Annual National Conference.

All State Presidents must submit a State Affiliate President recognition form to their Regional Directors by December 15 annually. Those forms then need to be forwarded to SNA headquarters.

To State Presidents: You will find ample opportunity to enhance your leadership skills throughout the 2011-12 Annual Plan. Each of you has the opportunity to be an outstanding president. Design an energized plan that empowers members to be involved, resulting in stronger child nutrition programs.

---

### **GUIDANCE FOR A SUCCESSFUL YEAR:**

- Participate in at least one SNA membership drive, showing a positive result in membership between August 2011 and the end of April 2012.
- Hold a Leadership Orientation and training and cover the principles of Knowledge Based Decision Making.
- Incorporate Knowledge Based Decision Making into a policy meeting.
- Hold a mega-issue discussion at a state meeting and provide a brief written overview to your SNA Regional Director.
- Utilize the principals learned at National Leadership Conference and work through the process of Issues Management in your state.
- Meet with at least one of your state legislators or their staff to promote child nutrition programs.
- Promote the use of SNA's Supply Chain Toolkit.
- Promote the different services available on the SNA website, including the new communities.
- Present at least on program on SNA's certification and credentialing program.
- Promote and acknowledge districts achieving Keys of Excellence.
- Promote professionalism of school nutrition administrators to parents and general public through Tray Talk and Chef's Table.
- Take steps to prepare for professional standards.
- Encourage internships within your state.
- Incorporate meal patterns into the topics discussed at state conferences.



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**School Nutrition Association  
Thelma Flanagan Gold  
Achievement Award**

**State Affiliate President  
Recognition Form**

***Due to the Regional Director by December 15***

**PURPOSE:** To inform Regional Director and SNA Headquarters that this leader has dedicated a year of service to the state affiliate and should be recognized with the Thelma Flanagan Gold Achievement Award

**State:** \_\_\_\_\_

**President:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_

\_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

=====

**Signature:** \_\_\_\_\_

President

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

# **School Nutrition Association President's Award of Excellence**

The President's Award of Excellence recognizes three state presidents each year who demonstrate extraordinary leadership during their year as president and are awarded with a Gold Medallion to wear during ANC. These states and their leaders have made the extra effort to achieve excellence in five key areas:

- Membership development and retention
- Professional development
- Legislation and regulation
- Communication
- Outstanding state initiative

In order to provide equal opportunity for states of different sizes, the President's Award of Excellence will be awarded to one state in each of three member divisions:

- 1-500 Member Division
- 501-1000 Member Division
- 1001+ Member Division

**The award will be judged using the following 3 criteria:**

### **Excellence in Membership Development and Retention**

- Increase number of new members by 2%
- Achieve a retention rate of 85% or higher
- Successful participation in the Membership Drives
- Increase percentage of members in the SNA STAR Club

### **Excellence in Professional Development**

- Meet or exceed a 2% increase in certification/credentialing
- Offer professional development training in state programs in the areas of sanitation and nutrition
- Forward at least one entry in each SNA category: Louise Sublette Award of Excellence, Heart of the Program, and Outstanding Director of the Year

### **Outstanding State Initiative**

- Demonstrate one successful, original initiative completed by the state that results in enhancement of school foodservice and nutrition programs or advances the state association.

## **President's Award of Excellence Continued**

### **Award Entry Guidelines**

- Submit documentation to SNA's Director of Membership and Affiliate Services by June 1 in a plain folder. Submissions should be 10 pages or less.
- The majority of the required criteria for this award will be documented in the SNA Headquarters office, where records are kept on membership, certification and credentialing.
- Videos and CDs will not be considered. However, you may include a description of the material or a condensed script of what you had recorded.
- Decorative covers will not be considered in judging.

### **Award Judging and Presentation**

The SNA president will judge the award. The three awards will be presented at the Annual National Conference during the awards ceremony at the Opening General Session. If no states meet the award criteria in each of the three member divisions, an award will not be presented in that division.

## **School Nutrition Foundation Scholarships and Awards**

For over 20 years, SNF has been raising funds to provide SNA members the opportunity to pursue their higher education goals through a wide variety of scholarships. To date, SNF has awarded over \$1 million in scholarships.

- ANC First Timer Scholarship
- GED Jump Start Scholarship
- SNF Professional Growth, Schwan's Food Service, Winston/SNF Build Your Future and Nancy Curry Scholarship (now a 4-in-1 application!)
- Kathleen Stitt Award
- Winston Equipment Award Grant

**ANC First Timer Scholarship** – Since 2003, SNF has awarded over \$150,000 in scholarships to assist SNA members attending ANC for the first time. These members have been able to take advantage of the valuable educational and professional development opportunities to advance their careers and grow the school nutrition profession. The multiple \$500 scholarships may be used to cover registration and travel expenses associated with attending ANC. Only SNA members from the employee or manager category are eligible for this scholarship and they must be nominated by their district director. The district director must be attending ANC as well. Funding for the ANC First Timer Scholarship is made possible by Winston Industries.

**GED Jump Start Scholarship** - This scholarship helps SNA members advance to a higher certification level, further their child nutrition careers, and prepare for the opportunities in the higher education. Scholarship funds may be used to pay for GED classes, study materials and the test fee. Scholarship amount is \$200.

**SNF Professional Growth Scholarship** - The School Nutrition Foundation's (SNF) Professional Growth Scholarship is funded by the School Nutrition Association (SNA) members through a designated fundraising event as well as through support from Kraft Foodservice. Scholarships of up to \$2,500 each are awarded.











**SCHOOL  
NUTRITION  
ASSOCIATION**

*Making the right food choices, together.*

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