



# **Chapter Leadership Manual 2018 - 2019**

Table of Contents

Topic	Page
List of Forms and Worksheets.....	ii
Chapter One Benefits of Membership .....	1
Chapter Two Officers and What They Do.....	5
Chapter Three Committee and What They Do.....	9
Chapter Four Parliamentary Procedure.....	15
Chapter Five Minutes of Meetings .....	17
Chapter Six Budget.....	21
Chapter Seven Fund-raising.....	25
Chapter Eight Planning Your Programs.....	27
Chapter Nine Re-affiliation .....	33
Chapter Ten Installation of Officers .....	35
Chapter Eleven Chapter Bylaws .....	37
Chapter Twelve The Certificate Program .....	39
Chapter Thirteen <i>ARROW</i> .....	53
Chapter Fourteen The Endowment Fund .....	55
Chapter Fifteen Awards and Scholarships.....	57
Chapter Sixteen Nomination for State Office.....	79

## Forms and Work Sheets

<i>ARROW</i> News Form.....	54
Budget Preparation Form .....	23
Candidate for Office Form.....	86
Certification 100% Certification Form.....	59
Chapter Re-affiliation Form.....	34
Chapter of the Year Cover Form .....	61
Chapter of the Year Criteria.....	60
Committee Interest Form (SNA-NC).....	87
Director of the Year Award Information .....	83
Employee of the Year Award Information.....	79
Endowment Fund Contribution Form.....	56
Forms Used For Certification	
New Certification Application.....	47
Fund-raising Questionnaire .....	26
Gene Causby Memorial Scholarship.....	75
Lynn Harvey First Timers.....	76
Lunch Bell Award .....	62
Manager of the Year Award Information .....	81
Martha Gomer SPIRIT Award.....	78
Mary Long Beasley Award.....	72
Meeting Plan Checklist.....	31
Membership 100% Membership Form.....	59
Motions (Form for Making).....	16
Partner in Education Award .....	66
Partner in Education Judging Criteria .....	68
Scholarship Application (SNA-NC).....	70
Scholarship Information (SNA).....	71
Standard Order of Business.....	18
Tim Greene Memorial Scholarship.....	74

# Chapter One

## Benefits of Membership

---

SNA and SNA-NC provide the opportunity for you to:

Utilize talents and skills through training.

Advance professional interests and goals.

Gain appreciation and recognition.

Exercise leadership.

Broaden friendships.

Have a good time.

Support the Child Nutrition program throughout the district in order to maintain and improve the health and well-being of children.

Be of service to others.

Be part of a worthwhile cause.

Be Involved - Join The Many Voices Speaking Together!

### Local Benefits of Your Chapter

Membership in the only professional association for school nutrition personnel at the local level.

Opportunities at local and district meetings to:

Exchange ideas and information with others through shared experiences.

To participate in educational and informative programs.

To relax and enjoy fun and fellowship with school food service friends.

Opportunities for input in legislative guidelines and policies that affect school food service programs and benefits.

### State Benefits of SNA-NC Membership

- \* Membership and a voice in the only professional association for school nutrition personnel at the state level.
- \* Legislative representation at the state level to secure adequate funding for the school nutrition programs.
- \* Two or Three issues of the *ARROW*, a journal, that gives useful information on all facets of food and nutrition service.
- \* Opportunities at the state conference to:
  - Learn and share experiences with others.
  - View new and innovative equipment.
  - Receive education information.
- \* Encourages and promotes workshops and seminars.
- \* Supports the school nutrition programs throughout the state in order to maintain and improve the health and well-being of the children in the schools and communities.
- \* Website, [www.schoolnutrition-nc.org](http://www.schoolnutrition-nc.org), provides useful information to members.

## National Benefits of SNA Membership

**School Nutrition magazine:** This is the only magazine published solely for the school nutrition professional. Subscription is included with membership dues.

**Legislation:** SNA is the major advocate for child nutrition programs in Washington, D.C. Membership dues help maintain federal support for school food programs. Membership services include full time political consulting services in Washington and legislative aide at headquarters.

**Certificate and Credentialing:** SNA offers programs to enhance your career and be prepared for USDA's professional standards.

**Insurance Policies, Credit Cards, Loans:** SNA offers a variety of life and short term medical insurance policies. Credit Cards are available. Contact SNA for more information.

**Scholarships:** \$52,000 in scholarship money is awarded annually to members or their children studying school food service or related curricula. Money is also available for educational loans.

**School Nutrition:** This scholarly journal presents current nutrition, nutrition management and educational research. It is available to members.

**Publications:** SNA publishes and distributes a wide variety of materials for use with administrators, school boards, students, teachers, food service professionals and Association leaders. All materials are available to members at special reduced rates through the new "Product Services" department.

**Toll Free Number:** Every SNA member has immediate access to the headquarters office in National Harbor, MD through the association's 800 toll free number. The number is (800) 877- 8822.

**Annual National Conference:** Each July, SNA hosts the largest national conference in the school food service industry. To name professionals share their expertise, political leaders address attendees on issues, major suppliers and distributors exhibit their latest wares and big name stars entertaining. Members receive reduced registration rates.

**Professional Seminars:** Throughout the year, SNA hosts special topic conferences including an Industry Seminar, Legislative Action Conference and special conference for major city district directors and supervisors.

**Yearly Plan of Action:** As a progressive organization, SNA carries out its members' needs with an insightful yearly plan.

**Website:** The SNA website, [www.schoolnutrition.org](http://www.schoolnutrition.org), provides useful information to members as well as educational opportunities.

**Webinars:** SNA offers year-round webinars on pertinent topics like food allergies, food safety and procurement.

## What Is SNA?

The School Nutrition Association is a professional association dedicated to:

- \* encouraging and promoting the maintenance and improvement of children's health and nutrition by supporting implementation of nutritionally adequate, educationally sound, financially accountable nonprofit school food and nutrition programs.
- \* working for the highest school food and nutrition program standards with emphasis on nutritionally sound meals acceptable to students.
- \* encouraging and promoting united efforts between school personnel and the public to assure every child receives the benefits of school food and nutrition programs that incorporate nutrition education.
- \* encouraging and developing the highest standards and providing appropriate educational programs for professional growth of school food and nutrition personnel.
- \* encouraging and supporting nutrition projects and research development in child nutrition.
- \* promoting and supporting national nutrition policy for students.

### Why the School Nutrition Association?

Because school food service professionals need a national organization to keep the cause and course of child nutrition programs strong.

SNA was organized in 1946 when the school meals program was officially recognized and implemented through the National School Lunch Act of 1946.

SNA is a nonprofit, professional organization whose membership includes state and local school food service directors and supervisors, cafeteria managers and food service assistants, and nutrition educators throughout the United States.

Membership is open to persons engaged in nonprofit school food service or related activities in public, private and parochial schools, colleges and universities. Persons not in these categories may become nonvoting, sustaining members. SNA has affiliated school food service associations in 50 states and the District of Columbia.

## Notes

---

## Chapter Two

---

# Officers and What They Do

### State Officers

The elected officers of the SNA-NC are **President, President-elect, Vice President, Secretary-Treasurer, and District Directors**. The duties of the officers are described in detail in the Governing Rules (Bylaws) of the School Nutrition Association of North Carolina.

### SNA-NC Districts

Your chapter is a member of one of the eight SNA-NC Districts shown below. Your District Director can assist your chapter in many ways. Invite your District Director to attend a Chapter meeting.

- \* **District I:** Beaufort, Bertie, Camden, Edenton/Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Elizabeth City/Pasquotank, Perquimans, Pitt, Tyrrell, Washington.
- \* **District II:** Brunswick, Camp Lejeune, Carteret, Clinton City, Craven, Duplin, Greene, Jones, Lenoir, New Hanover, Onslow, Pamlico, Pender, Sampson, Wayne.
- \* **District III:** Durham, Edgecombe, Franklin, Granville, Halifax, Johnston, Nash/Rocky Mount, Northampton, Roanoke Rapids, Vance, Wake, Warren, Weldon City, Wilson.
- \* **District IV:** Bladen, Columbus, Cumberland, Fort Bragg, Harnett, Hoke, Lee, Montgomery, Moore, Richmond, Robeson, Scotland, Whiteville City.
- \* **District V:** Alamance, Asheboro City, Caswell, Chatham, Davidson/Lexington/Thomasville, Guilford, Orange, Person, Randolph, Rockingham, Stokes, Winston-Salem/Forsyth.
- \* **District VI:** Anson, Cabarrus, Charlotte/Mecklenburg, Cleveland, Gaston, Kannapolis, Lincoln, Salisbury/Rowan, Stanly, Union.
- \* **District VII:** Alexander, Allegheny, Ashe, Avery, Burke, Caldwell, Catawba/Hickory/Newton-Conover, Davie, Iredell, Mooresville, Surry/Elkin/Mount Airy, Watauga, Wilkes, Yadkin.
- \* **District VIII:** Asheville, Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, Yancey.



## **Chapter Officers**

Chapters are to have bylaws which are in harmony with those of the State association. The Chapter elected officers are: President, President-elect, Vice President, Secretary, and Treasurer or Secretary-Treasurer. The elected officers make up the Executive Board of the Chapter. If the Committee structure of the Chapter is the same as that of the State, then the Committee Chairs may be voting members of the Chapter Executive Board.

Each Chapter may develop specific duties for each office. These can be defined in the Chapter Bylaws. The following guidelines may be used by a Chapter in developing duties for each office. These guidelines closely resemble the duties described for the State officers modified for the Chapter level.

### **President**

- Represents the Chapter and is the chief spokesperson
- Serves as Chair of the Executive Board
- Presides at Chapter Meetings
- Serves as an ex-officio member of all committees except Nominating Committee
- Prepares agenda for all meetings
- Establishes time schedule for meetings
- Initiates and directs the implementation of the Chapter Plan of Action
- Applies for Chapter Re-affiliation with SNA-NC
- Represents Chapter at the State House of Delegates Meeting

### **President-Elect**

- Studies duties of the President
- Represents chapter at the request of the President
- Performs duties of the President in President's absence
- Serves on Executive Board
- Serves as Program Chair

### **Vice President**

- Performs the duties of the President-elect in the President-elect's absence
- Serves on Executive Board
- Chairs Resolutions and Bylaws Committee

### **Secretary**

- Accurately records all minutes of Chapter meetings and Executive Board Meetings
- Keeps Minutes in official book
- Handles Chapter Correspondence
- Serves on Executive Board
- Co-chairs the Ways and Means Committee with Treasurer

## **Treasurer**

- Supervises and monitors Chapter funds
- Submits Treasurer's reports at Chapter meetings
- Drafts a proposed annual budget in cooperation with the Executive Board
- Serves on Executive Board
- Writes checks and disperses funds for the Association
- Chairs Ways and Means Committee

**Note:** As of August 1, 2016, the offices of the Secretary and Treasurer at the state level were combined into one office of Secretary-Treasurer. Chapters may change their bylaws to follow suit or maintain two separate offices.

## Notes

---

## Chapter Three

---

# Committees and What They Do

### **Committees-SNA-NC**

Each committee has a chair and one member from each district in the SNA-NC.

### **Standing Committees**

The SNA-NC has the following Standing Committees:

- \* Member Services
- \* Nutrition
- \* Public Policy/Legislation
- \* Leadership Development/Awards
- \* Resolutions and Bylaws

The Chair of each of these committees is a voting member of the SNA-NC Board of Directors. It is important for the local chapters to have similar committees. A description of each of these committees and what they do for the Association will follow.

### **Special Committees**

From time to time the Association has a need for special committees. The chair of special committees meets with the Board of Directors, but is not a voting member. Local chapters should consider having these committees at the local level.

### **Advisory Councils**

The State and National Associations have a need for Advisory Councils which may not be necessary for the local chapter. The chairperson of the advisory council is a member of the Board of Directors but does not vote unless that Chair is also an officer of the Association. At the present time, the President-Elect serves as the Chair of the Marketing Advisory Council. The current Advisory Councils are:

- \* Industry
- \* Marketing

### **Committee Descriptions**

The following section describes the SNA-NC State Committees and provides information for the local chapter. Chapters are encouraged to have committees which correspond to those at the State Association. The following information can be used as a guide for Local Chapters. The suggestions for activities are not required, but do provide useful information for the local Board of Directors and Committee Chairs.

## **Membership Committee**

### **State Level**

The Member Services Committee has the responsibility for the following activities which affect the local chapter:

- \* promotes membership and assists chapters in developing membership drives.
- \* recognizes 100% membership schools at Annual Conference
- \* reviews and selects the Chapter of the Year
- \* recognizes SNA Star Club members and promotes Star Club

### **Local Chapter**

The committee in the local chapter could be responsible for:

- \* promoting membership
- \* submitting articles or photos about chapter activities to the *ARROW*
- \* contacting the local press about newsworthy chapter events
- \* maintaining a scrapbook of chapter activities

## **Nutrition Committee**

### **State Level**

The responsibilities of the Nutrition Committee involve the most important segment of our association. We must maintain nutrition integrity in our program for the benefit of our children.

This committee is assigned the following responsibilities:

- \* assists in evaluating and interpreting nutrition trends and development
- \* develops menus and marketing strategies for National School Lunch Week and National School Breakfast Week
- \* recommends nutrition standards for school nutrition programs
- \* assists chapter affiliates by answering questions, presenting programs or making suggestions for nutrition speakers

### **Local Chapter**

This committee encourages the promotion of National School Lunch and National School Breakfast Weeks. The committee can support Wellness activities within the chapter and work with the Program Chair in obtaining speakers on nutrition.

## **Education Committee (Certification)**

### **State Level**

There is no longer an Education/Certification Committee on the state level.

### **Local Chapter**

This committee could be responsible for planning one or more events for the chapter for which certification credit would be given. The committee could promote certification and present information at chapter meetings explaining how members can become certified.

## **Public Policy/Legislative Committee**

### **State Level**

School Nutrition Programs are funded by the Federal Government and the State of North Carolina. Legislation governs how the program will be funded. Federal and State Regulations govern many aspects of the program. The Public Policy/Legislative Committee works in the following way:

- \* evaluates, interprets, recommends and responds to federal and state legislation and regulations.
- \* informs membership of current legislation.
- \* develops legislative policy and positions for approval of the board.
- \* assists chapters in the development of legislative strategies.
- \* plans and conducts the legislative activities.

### **Local Chapter**

The local chapter can be effective in legislative activities. The following is a list of activities which would be of benefit to the association:

- \* Arrange to have Registrar from Board of Elections to come to chapter meeting to register persons to vote. Remember that a person must be registered 30 days, or 21 working days, before an election occurs.
- \* At chapter meeting announce to chapter members those elected officials from local districts in the North Carolina General Assembly and in the United States Congress. Provide names, resume, and picture of these elected officials.
- \* Invite elected officials to visit and participate in chapter meetings. Introduce chapter officers to officials.
- \* Ask elected officials whether or not they support child nutrition programs, and let chapter members know the response.
- \* Develop a voting plan to encourage members to vote in National, State, Local Elections.
- \* If legislators or congressmen are in town for a meeting, go to the meeting and make sure he or she knows you are there.
- \* Invite state and local officials to eat at school, such as:
  - Division of School Nutrition Staff
  - North Carolina Department of Agriculture
  - City/County Officials
  - State Representatives and Senators
  - State School Board and Superintendent
  - National Congressmen and Senators
- \* Encourage time for Superintendent and School Board Members to visit schools for lunch on a regular basis.
- \* Provide chapter members with a summary of current congressional and legislative activities
  - \* Use local chapter funds for mailgrams/postage when necessary to contact Congressmen or Legislators
  - \* Call incumbents who support school nutrition programs and offer your support for re-election
  - \* Provide new legislators with information about your school nutrition program
  - \* Develop strong communication network or "Hotline" in chapter

## **Leadership Development/Awards Committee**

### **State Level**

This committee is made up of members who have served as SNA-NC District Directors. The committee works throughout the year to develop a list of candidates for office. The committee seeks nominations through the District Meetings. All potential nominees are sent an information form to be completed. The SNA-NC Bylaws list the qualifications for each office. The Leadership Development/Awards Committee checks the eligibility of those who return the completed information.

Each nominee is reviewed thoroughly and fairly. The Leadership Development/Awards Committee prepares a proposed slate to be presented at the Winter Board of Directors Meeting. The proposed slate is then reviewed by the Board of Directors and the slate of candidates is approved. Information about each candidate is printed in the Spring Issue of the *ARROW*.

### **Local Chapter**

This committee could be made up of past officers of the chapter. The committee should work to obtain a slate of qualified officers for the association. Chapters are encouraged to have two names submitted for each office.

## **Resolutions and Bylaws Committee**

### **State Level**

The Resolutions and Bylaws Committee is chaired by the SNA-NC Vice-President. This committee reviews the current Bylaws and prepares changes when required. The changes are submitted to the Board of Directors for approval for a vote by the Delegate Assembly. The changes are voted upon at the SNA-NC Delegate Assembly Meeting. This committee also reviews and prepares policies which are needed for smooth operation of the Board of Directors.

### **Local Chapter**

This committee can function exactly as the state committee. The Vice-President can serve as the Chair. The committee should review the chapter Bylaws and propose changes needed to keep them in harmony with the SNA-NC Bylaws. The changes in Bylaws must be voted upon by the membership. The Chair of this committee can obtain information about Bylaws by contacting the Vice-President of SNA-NC. The name, address and phone number can be found in the current issue of the *ARROW*.

## **Industry Advisory Council**

### **State Level**

The Industry Advisory Council works with the food service industry to plan the annual trade show. This is a joint effort and this committee meets on a regular basis. The committee actively seeks manufacturers to participate in the annual trade show.

It also plans seminars and training sessions in conjunction with the show. This committee sponsors a biannual Industry Seminar.

### **Marketing Advisory Council**

#### **State Level**

The Marketing Advisory Council works to promote SNA-NC. The committee is chaired by the President-elect. It works collaboratively with industry members, School Nutrition Services and the Industry Advisory Council to promote SNA-NC and school nutrition programs. This committee is made up of SNA-NC members and Sustaining members.

### **Endowment Committee**

#### **State Level**

- \* promotes the Endowment Fund and its activities insuring completion of its activities
- \* assists with the promotion of educational activities utilizing Endowment Funds

#### **Local Chapter**

- \* contribute funds to Endowment Fund in memory of or in honor of chapter members
- \* contribute items for the Endowment Raffle at the Annual Conference



## Notes

---

---

# Parliamentary Procedures for Conducting a Meeting

### Order of Business

A quorum must be present or the number of members according to the constitution or bylaws required to hold a business meeting.

1. The meeting is opened by the chair.
2. The minutes are read by the secretary. Corrections to the minutes are suggested without a motion or vote. Without (further) corrections the minutes stand approved as read (as corrected).
3. Reports are then given by officers, standing committees and/or special committees. A motion is needed to adopt an audited financial report. No action is taken on an unaudited report. If a committee report contains a recommendation, the reporting member (usually committee chair) moves that the recommendation be adopted; otherwise, the report is filed without action.
4. Action is completed on any business not settled when the last meeting was adjourned.
5. After unfinished business has been completed, new business is considered. Each new motion is discussed and settled before another main motion can be proposed.
6. After business is completed, any announcements may be made.
7. The meeting then is adjourned. If the assembly wished to adjourn before all business is completed, the meeting must be adjourned by a motion.

### Handling of Main Motions

1. Member asks to be recognized by the chair.
2. Chair recognizes the speaker.
3. Member proposes the motion.
4. The motion is seconded.
5. The chair states the name of the person making the motion and by whom it was seconded. The floor is then open for discussion. Discussion must be addressed to the chair. The motion may be changed by amendment. If the group does not wish to take final action on the motion they may table, or set aside, the motion.
6. When there is no further discussion, the chair states the motion (as moved or amended) and asks for a vote. All in favor of the motion indicate by saying "aye" (yes). Those opposed say "no." If the chair is able to tell from this voice vote where there are more ayes or more nos, the chair announces the result. If anyone calls a "division" (questions the voice vote), the chair calls for a show of hands or a standing vote. If a majority demands it, the vote may be taken by ballot.

## Amendments to Change Motions

1. After a main motion has been made and seconded, a member may move to amend the motion by inserting or adding a word, phrase or sentence; striking out a word, phrase or sentence; striking out and inserting a word or phrase; or substituting a sentence or paragraph.
2. The motion to amend must be seconded.
3. The chair states the main motion and the amendment, so the group will understand how the amendment changes the motion.
4. The floor is then open to discussion on the amendment.
5. If there is no further discussion, the chair repeats the amendment and asks for a vote. The chair then announces the result.
6. If the amendment passes, the chair states the motion as amended. If the amendment is defeated, the chair states the original motion. A vote then is taken on the motion now before the house.

(Reprinted from "Parliamentary Procedure, How to Conduct a Meeting" --a pictorial presentation based on the *Parliamentary Writings of General Henry M. Robert*.)

## Form for Motions

The secretary must record the motion exactly as it was made. It is helpful to the secretary if the motion can be written out by the person making the motion. The little form shown below can be copied and given out at meetings for members to write down their motions. The member can give the written copy to the secretary to record in the minutes.

<p><b>Motion Form:</b></p> <p>I move _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Name of person making motion: _____</p> <p>Seconded by: _____</p> <p>Motion Passed: _____      Motion Failed: _____</p>
---

## Chapter Five

---

# Minutes of Meetings

It is the responsibility of the Secretary or Secretary-Treasurer to record the "happenings" of your chapter. These minutes are the official history and legal record of all proposals, reports and decisions of your members. Auditors would depend on the minutes for the authorization of any large expenditures.

The Chapter Secretary or Secretary-Treasurer takes notes for the minutes during the meeting. She should then write out the minutes as soon as possible for an accurate record.

Minutes are ready and corrected at the next meeting. Minutes must be "Approved" before they can become an official document.

### **What goes in the minutes?**

Minutes will vary according to the needs of your chapter, however, as a guideline, your minutes should contain:

1. The date, hour, and place at which the meeting was called to order, the type of meeting (regular, special, or a called meeting), the name of the president, officers, and the fact that a quorum was present.
2. The minutes record all motions whether the motion passed or lost, and the person that made the motion.
3. Reports should be recorded with the name of the person presenting, the action taken or the report and a reference if the report was lengthy.
4. Correspondence reported should be briefly summarized.
5. Minutes should follow the outline of the "Approved Agenda".

### **What do you do with the minutes?**

Minutes should be entered in a suitable official record book and kept in a safe place.

The Secretary or Secretary-Treasurer can read the minutes for approval, or written copies can be given out to each member.

### **What is the Approved Agenda?**

The President should prepare an agenda before each meeting. This should be presented to the members as a printed agenda. If it is impossible to have printed copies prepared in advance of the meeting, the agenda should be displayed on a blackboard or flip chart.

The agenda should follow the Standard Order of Business.

## Standard Order of Business

### WHAT

1. Call to order
2. Reading, correction, approval or disposition of minutes of previous meetings
3. Reports of Officers
4. Reports of Standing Committees and Boards
5. Reports of Special Committees
6. Unfinished business
7. New business
8. Announcements
9. Adjournment

### WHY

- Separate formal from informal discussion and instruct secretary to begin recording minutes.
- Legal court documents; and historical account of the organization.
- Present information to membership to make necessary decisions later in the meeting, e.g., Treasurer's Report.
- Information supplied on the current affairs of the organization. Necessary to make informed decisions about new business.
- Information supplied on the current affairs of the organization. Necessary to make informed decisions about new business.
- Need to complete unfinished motions because they may affect new motions.
- Allows proposal of new motions affecting current and future affairs. Comes near the end of the meeting so that members may have complete information about future events.
- Appear at the end of the meeting to be more easily remembered by the members.
- Officially closes the meeting. After adjournment is declared by the Chair, no further business may be transacted.

## What about Speakers, Entertainment and Refreshments?

Speakers, entertainment, refreshments and other activities are all a part of a meeting. They are not part of the business section of the meeting. They should occur before the meeting is called to order, or after the business meeting is adjourned.

## Sample Agenda of Business Meeting

Call to Order.....	President
Invocation.....	_____
Roll Call.....	Secretary or Secretary-Treasurer
Approve Agenda.....	President
Approval of Minutes .....	President (May ask secretary to read if members were not given written copies.)
Treasurers Report .....	Treasurer
Correspondence .....	Secretary or Secretary-Treasurer
Reports by .....	Officers, Board Members, and Committee Chairs
Unfinished Business .....	President
New Business .....	President
Announcements .....	President
Adjournment .....	President

It is up to the President and the circumstances as to whether refreshments are served before or after the Business Meeting. The same is true of the Speaker or entertainment. Some leaders prefer to have the Speaker or Entertainment follow the announcements with the adjournment at the very end. Others may find that it separates business from other activities by adjourning before going to the entertainment or speaker. Either way, it should be spelled out on the Agenda.

## Notes

---

#### **Purpose of Budget**

- \* Provides a tool for estimating Chapter income and expense.
- \* Provides a responsible plan for using the Chapter income.
- \* Establishes the priorities of the Chapter
- \* Provides specific authorization for payment of most bills by the Treasurer or Secretary-Treasurer
- \* Corrects errors of budget estimates made in the previous years.

#### **Budget Committee**

This is a special committee which meets only for the purpose of determining the budget. The members are appointed by the President and approved by the Board of Directors. It is a small committee, usually no more than three members, with one term expiring at the end of each year. The Treasurer or Secretary-Treasurer is the Chair of the Committee.

#### **Budget Year**

The period of one year for which the budget is planned. It may be:

- \* Calendar Year (January 1-December 31)
- \* The Administration Year--From installation of officers until next installation
- \* Fiscal Year--period for which accounts are recorded and audited
- \* Dues year--period in which a member remains in good standing upon payment of dues

#### **Preparation of the Budget**

**Step One: Estimate the income for the budget year.**

- \* Identify all sources of income and project the amount
- \* Determine the total amount (revenue) which will be available for the year

**Step Two: Estimate expenses for the year.**

- \* Have each committee and officer submit budget requests. They should provide information to show why funds are needed.
- \* Review these requests and estimate expenses for the year.

**Step Three: Prepare a budget showing the projected income and the projected expenses.**

**Step Four: Balance the budget using:**

- \* Chapter Association Plan of Action Priorities
- \* Income and expense records from the previous year or years
- \* Income and expense budget estimates or new budget



- \* Chapter Association Policies (For example: the chapter may have a policy which requires 5% of the income each year to be held in a reserve fund.)

**Step Five: If it is impossible to balance the budget, the Chapter must have a plan for making up the deficit.**

**Step Six: Prepare the proposed balanced budget and present it to the Chapter Board of Directors.**

- \* Establish accounts and lines for budget income, examples: membership dues, Fund-raiser #1, Fund-raiser #2
- \* Establish accounts and lines for budget expenses, examples: Speaker Expense, Officers Expense, Chapter Leadership Conference, SNA-NC Annual Meeting, SNA Annual Meeting
- \* Each Chapter should decide for itself whether it will permit transfer of funds from line-to line or from account to account. For example, if money was not used to attend the SNA-NC Annual Meeting, the Chapter needs to decide if that money can be transferred to another expense category.
- \* Approval of the Executive Committee or Board of Directors is usually required to transfer funds from one account to another.

## **Summary**

Good budget drafting requires that the expenses be broken down into enough detail so that the members can understand where the money is supposed to go. This will also show excessive costs.

# Sample Budget Preparation Form

## Chapter Budget

Month \_\_\_\_\_ Year \_\_\_\_\_

**Revenues**

<u>Receipts</u>	<u>Budget</u>	<u>Year-to-Date</u>
Dues	_____	_____
Fund-raiser _____	_____	_____
Fund-raiser _____	_____	_____
Fund-raiser _____	_____	_____
Other _____	_____	_____
Contributions	_____	_____
<b>Total</b>	_____	_____

**Expenditures**

<u>Expenses</u>	<u>Budget</u>	<u>Year-to-Date</u>
Refreshments	_____	_____
Cards/Gifts/Flowers	_____	_____
Speakers' Expense	_____	_____
Decorations	_____	_____
Contributions to Endowment Fund	_____	_____
Officer Expenses	_____	_____
Delegates to Chapter Leadership Seminar	_____	_____
Delegates to SNA-NC Annual Meeting	_____	_____
Delegates to SNA Annual Meeting	_____	_____
Outlay for Fund-raiser	_____	_____
Outlay for Fund-raiser	_____	_____
Other	_____	_____
<b>Total</b>	_____	_____

# Notes for Budget

---

## Chapter Seven

### Fund-raising

---

Fund-raising is an important part of any local chapter's activities. Not only does it help the chapter to accomplish important goals, it also provides an opportunity for members to work together and have fun.

Some of the goals of Fund-raising should be to provide assistance for officers to attend the state and national conferences. At the very least, the president of each chapter should represent the chapter at these important meetings. Fund-raising activities can help pay the costs of airfare, hotel rooms, registration fees and meals.

Some chapters raise money to enable as many members as possible to attend the state and national conferences. Chartering a bus can enable a large group of members to represent the chapter at a meeting. Small chapters can join with neighboring chapters and work together on Fund-raising projects.

Fund-raisers are limited only by the energy and imagination of a chapter's members. Anyone with experience with a group (church group, scouts, PTA, PTO, etc.) will have ideas on how to raise money. The important thing is to be well organized and to get as many members as possible involved.

#### **Fund-raising Suggestions**

- \* Bakes Sales
- \* Special Occasion baked goods--special orders such as pies at Thanksgiving or rolls
- \* Catering (meat trays, relish trays, desserts)
- \* Catering dinners for School Events
- \* Catering for individual families
- \* Bazaar-have your own or participate in others
- \* Sell components for pizza
- \* Chapter Cookbook
- \* Sell baking pans (institutional quality cookie sheets)
- \* Raffles for homemade items
- \* Raffles for groceries or gasoline
- \* Community meals-local stores donate food and the chapter provides the labor
- \* Chocolate challenge-invite people in the area to donate recipes and items and judge winners for awards

#### **Will members participate in Fund-raiser events?**

It is important for the Board of Directors to know whether or not the membership will support a Fund-raising event. The questionnaire on the next page is a sample which could be modified to show the events the local chapter is considering. All members should be asked to complete the survey. When the results are tallied the Board of Directors should have good information on member support. Members will support Fund-raisers better if they understand and support the expenses for which the money will be used.

## Member Questionnaire Concerning Fund-raising Activities

This is an example. The Chapter should list the actual events being considered for the year.

The following Fund-raising activities have been proposed. Works and leaders are needed.

Where will you help?

	Yes	No
1. Newspaper collection and paper sale		
A. Would you help organize?	—	—
B. Would you be a worker?	—	—
C. Would you contribute papers?	—	—
2. Garage Sale (Yard Sale)		
A. Would you help organize?	—	—
B. Would you be a worker?	—	—
C. Would you contribute items?	—	—
3. Catering Events		
A. Would you help organize?	—	—
B. Would you be a worker?	—	—
4. Raffle		
A. Would you help organize?	—	—
B. Would you sell raffle tickets?	—	—
5. Sell Cooking Pans		
A. Would you help organize?	—	—
B. Would you sell pans?	—	—

What suggestions do you have for Fund-raising activities?

---



---



---



---

\_\_\_ I am not willing to participate in Fund-raising activities.

\_\_\_ I will contribute \$\_\_\_ instead of participating in projects.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Planning Your Programs

### Introduction

It is important to plan interesting programs which will increase attendance while meeting the professional needs of your members. This part of the Leadership Manual will provide information which can help you identify what your chapter needs. It will also provide sources of good speakers.

The President-elect of your chapter is the chairman of the program committee. This allows the President-elect to assist the President while gaining valuable leadership skills.

### The Program Chairman

The program chairman should consider the professional and social goals of the chapter. It is important for School Nutrition Employees to have the opportunity to socialize with others in their profession. Chairmen are urged to consider ideas for program purpose, arrangements and reminders.

### Program Purposes

- \* Further professional growth through the exchange of information on topics which will increase knowledge of food service.
- \* Develop leadership.
- \* Provide good fellowship and friendship.
- \* Promote legislation which relates to School Nutrition Programs.
- \* Be a source of continuing education for the SNA Certificate Program.

### Program Arrangements

Consider the following:

- \* Subject or theme
- \* Committee needed to be responsible for program
- \* Objective or type of program, i.e., social, educational, fund raising
- \* Number of members expected to attend
- \* Place meeting is to be held
- \* Date and time of meeting
- \* Budget for program. How much money is needed for speakers, decorations, food, etc.
- \* Publicity needed

### Program Reminders

- \* Have a meeting which is planned with Association objectives in mind.
- \* Have a meeting place that is comfortable and meets the needs of the program.
- \* Make arrangement for necessary equipment, i.e.
  - Flag for Pledge of Allegiance
  - Microphone (if needed)
  - Chairs, tables, speaker's podium, etc.

- \* At least **one hour** of continuing education is required for one credit.
- \* Plan meetings for the year during the summer.
- \* Coordinate the hospitality time into the planned meeting time.
- \* Try to limit the business meeting to 15 minutes.
- \* Send out notices for meetings far in advance so that people can make plans to attend.
- \* Plan demonstrations that apply to food service professionals.
- \* Evaluate programs after the meeting.
- \* Involve members in planning and presenting the programs.

## **Chapter Meeting Organization**

Good meetings don't just happen. They have to be planned and organized with attention not only to overall objectives but to details. The following are some suggestions for meeting organization which may or may not apply to every situation. However, with ideas you already have, these constitute the ingredients for a Type A meeting.

### **Speaker**

Contact the speaker as early as possible. Always follow-up with a confirming letter if the contact is made in person or by phone. The letter should:

- \* Identify yourself and the Association. Be specific about meeting, subject or theme.
- \* List the day of the week, date, time and location...such as: Friday, January 18, 2019, 7:30 PM, Lincoln Hall, room 3, 403 West Main Street, Everytown, Any state.
- \* Give the time allotted for the speaker's part of the program.
- \* Describe who will attend.
- \* Inquire about expenses, fees, materials needed, transportation costs.
- \* Honorariums or gifts are sometimes given instead of payment. It would be wise to ask the person who has recommended the speaker about a gift selection, or you may ask the speaker about an honorarium.

### **Physical Arrangements**

- \* Determine number of chairs, tables, etc. and the placement.
- \* Equipment needed such as microphone, podium, projector, screen, blackboard, etc.
- \* Electrical outlets available for equipment, extension cords, light switches for control.

### **Complementary Tickets**

Always pay for the meal of any invited guest or speakers.

### **Guest Welfare**

- \* Arrange to meet your guests.
- \* See that your guest is escorted and taken care of by someone assigned to the job.

### **Guest Seating**

- \* Presiding officer always sits at the center table or right of center.
- \* Guest of honor sits at the right of the presiding officer and takes precedence over other dignitaries.

- \* Other guest of honor may be seated to the right, left, right, left, etc. of the podium or all guest of honor may be seated to the right of the presiding officer.

### **Introductions**

- \* Introduce the highest ranking guest first and then down the list.
- \* Introductions of honored guest should be gracious but brief...a rule to remember is "the higher the officer, the shorter the introduction."
- \* Pronounce all names correctly...check to be sure.
- \* When introducing, give the speaker's history and why he or she will make this particular talk and last of all give the speaker's complete name, facing the audience so they can hear it clearly.
- \* Remain standing until your introduction is acknowledged by the speaker and lead the applause.
- \* Thank the speaker at the conclusion.

### **Meeting Format**

- \* Pledge of Allegiance....who will do it (member, special group, Scouts, etc.).
- \* Be sure a flag is available.
- \* Inspirations, invocations should be short and general. (Memorial within a meeting must be short or mention deceased member and end by a moment of silent prayer.)
- \* Business should follow an agenda and should be short when combined with a special program.

### **Thank-you Notes**

Send thank you notes to your guest promptly and tell them they helped to make the meeting a success.

### **Program Topics**

The question to be asked for each meeting is: what ideas will meet the most needs and inspire the most members to attend?

Chapter meetings are only one source of continuing education units. The remainder of the CEUs should come from a variety of activities such as State and National Meetings and Workshops and formal training courses. Therefore, not all chapter meetings need to contain a program eligible for CEUs.



## **Sources of Speakers and Materials**

A speaker can make or break a program. Before inviting an individual to participate in a chapter meeting make certain that he or she isn't merely filling time. If the program chair does not know the speaker, she or he should have at least a couple of recommendations. If a speaker isn't available for the topic selected, consider using a video or training guide for USDA's Food and Nutrition Information Center, National Agriculture Library Beltsville, Maryland. The Division of School Nutrition of the North Carolina Department of Public Instruction could also be an excellent source of information.

### **Food Preparation and Service**

- \* SFS employee (cook, baker, manager) from local districts or restaurants in area
- \* School Nutrition Director or Supervisor from local districts
- \* Commercial cooking representative from gas or electric company
- \* Instructor from local technical college or school

### **Food Service Equipment**

- \* Equipment company representative
- \* Local School Nutrition Director
- \* School Nutrition Coordinator, State Department of Public Instruction

### **Menu Planning**

- \* Local School Nutrition Director
- \* School Nutrition Coordinator, State Department of Public Instruction
- \* Local Registered Dietitian
- \* USDA representative

### **Food Service Management**

- \* Food service director from the local area
- \* Instructors in restaurant management at State or Community College
- \* Purchasing agent from school districts, business or military installations
- \* Food service director for college dining facilities
- \* Director of Maintenance for school district or local college

### **Sanitation and Safety**

- \* Sanitarian from local health department
- \* School nurse
- \* Local Red Cross

### **Nutrition and Nutrition Education**

- \* Local School Nutrition Director or Supervisor
- \* Nutrition education coordinator
- \* Public health nutritionist
- \* Dairy Council
- \* Registered Dietitian

### **Merchandising and Marketing**

- \* Local School Nutrition Director or Supervisor
- \* School Nutrition Coordinator, State Department of Public Instruction
- \* Restaurant manager or chef

### **Personnel**

- \* Personnel Director for local school district, college or military installation
- \* Local school psychologist
- \* Instructor from local college
- \* Superintendent or assistant superintendent

### **Legislation**

- \* Local association legislative chair
- \* SNA-NC legislative chair or member of SNA-NC Legislative Committee
- \* State senator or representative or County Commissioner

## Meeting Plan Checklist

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

Location: \_\_\_\_\_

Agenda: \_\_\_\_\_ (written and copy available)

Call to Order	President
Invocation	_____
Roll Call	Secretary or Secretary-Treasurer
Approve Agenda	President
Approval of Minutes	President
Treasurers Report	Treasurer or Secretary-Treasurer
Correspondence	Secretary or Secretary-Treasurer
Reports by	Officers, Board Members, and Committee Chairs
Unfinished Business	President
New Business	President
Announcements	President
Adjournment	President

## Program for Meeting

Speaker \_\_\_\_\_

Speaker \_\_\_\_\_

Certification Approval Yes\_\_\_ No\_\_\_

Refreshments: \_\_\_\_\_

Decorations: \_\_\_\_\_

Special Events: \_\_\_\_\_

(Voting, nominations, installation of officers, etc.)

Entertainment: \_\_\_\_\_

Don't forget to estimate the time of each section/speaker when planning. Tell speaker, entertainment, etc., how much time they will have when you contact.

## Ideas for Our Chapter Meetings

---

## Chapter Nine

---

### Re-affiliation

Any group of members of the SNA-NC and SNA on written application to the SNA-NC Membership Chair may become an affiliate chapter of the School Nutrition Association of North Carolina on the following basis:

**Bylaws:** The bylaws and purposes of the local School Nutrition Chapter shall be in harmony with the bylaws and purposes of the School Nutrition Association of North Carolina. A copy of the bylaws must be submitted with the application for affiliation. Chapters which are re-affiliating do not need to send bylaws.

**Affiliation:** The application for affiliation or re-affiliation is sent to the SNA-NC Executive Director. **This should be sent within five days of an election and again at the beginning of the school year if officers serve for more than one school year.**

**Chapter Dues:** The chapter may set local dues according to the chapter budget requirements. All members of the local chapter must pay the dues established by SNA and SNA-NC for membership.

**Membership:** Members of the local chapter must be members of SNA and SNA-NC.

**Name:** Each Chapter may select a local name which will be followed by School Nutrition Association.

**Elected Officers:** The name and address of the president and the names of the other officers must be sent to the Executive Director within fifteen (15) days after the election. The Executive Director will forward the form to the Membership Chair. The Chapter Re-affiliation form on the next page is to be used for this purpose.

The Chapter President needs to complete the form on the next page within **fifteen days** of the Chapter election of new officers. Please mail the original of this form to the SNA-NC Executive Director.

The name and address of the Executive Director in 2018-2019 is:

Dawn F. Roth  
2165 Barrowcliffe Drive NW  
Concord, NC 28027  
Phone: 1-800-219-4893  
Email: jbdfroth@aol.com

Always refer to the most recent issue of the *ARROW* to be certain you are using the correct mailing address. Or go the SNA-NC website [www.schoolnutrition-nc.org](http://www.schoolnutrition-nc.org) and look at the contact list.



## Chapter Ten

---

# Installation of Officers

You may invite a member of the SNA-NC Board of Directors to install your chapter officers. The names and addresses of the officers and other members of the Board of Directors are listed in the current issue of the *ARROW*. It is wise to start contacting people several weeks before the installation service.

When you invite an officer or other board member to your meeting, you need to consider the distance to the meeting and the time of the meeting.

If you do not have a member of the SNA-NC Board to install your chapter officers, then you may ask your local School Nutrition Director, Advisor, or someone else.

When you invite someone to install officers, if you have a specific installation service you want used, tell the person at that time. You may ask the person installing officers to provide the installation service.

The SNA-NC President has some information on Installation Services. Sometimes the SNA President develops an installation that she/he wants used throughout the country during her/his year in office.

The installation service does not need to be complicated or long. A very simple installation service is outlined below.

## Simple Installation Ceremony

### Installation Officer

The installation officer calls the officers forward. She introduces the outgoing members of the Board and thanks them. They stand to one side. The incoming officers are presented.

**The installation officer states:**

"The \_\_\_\_\_ Chapter of the School Nutrition Association of North Carolina members are in regular session for the installation of their newly elected officers.

It is with great pleasure that I present to you the following officers who have been elected to serve the Association for the year:

President:	_____
President-Elect:	_____
Vice-President:	_____
Secretary:	_____
Treasurer:	_____

As officers-elect you must realize that the highest honor of the Association is being bestowed on you. The \_\_\_\_\_ Chapter of the School Nutrition Association of North Carolina members have faith and confidence in your ability to lead the organization onward.

By agreeing to serve as officers of this association, you are showing your leadership to your fellow members. You have chosen to accept the responsibilities of your offices as outlined in your chapter Bylaws.

Will each new officer raise her/his right hand and repeat the following pledge:

I solemnly promise that I will, to the best of my ability, faithfully perform all of the duties belonging to the office for which I have been elected.

I now declare you to be the duly installed officers of the \_\_\_\_\_ Chapter of the School Nutrition Association of North Carolina for the coming year."

**Installing officer addresses membership:** "You have, by the democratic process, elected these officers to voice your wishes in matters relating to the functioning of your Association. Yours is the task of assisting in every way possible. Will you the membership give your full support to these newly installed officers? Please indicate your commitment by rising and applauding your newly installed officers."

## Chapter Eleven

---

# Bylaws

The following information about bylaws is taken from an article by Sanford W. Peterson, Ph.D.

The Bylaws of your chapter should fit like a comfortable pair of shoes. The fit should be snug enough as to not cause problems with rub, but flexible enough to give you the freedom that only your most comfortable pair of shoes can give.

The purpose of the Bylaws is to relate the fundamental structure, composition, and functions of the organization. The Bylaws include the rights and obligations of members and officers whether present or absent.

Bylaws should be consistent and are best arranged in outline form. "Many organizations keep their Bylaws simple and brief by including only essential provisions and supplementing them with adopted procedures. The best Bylaws are those which are written to meet the needs of the particular organization."

"Bylaws should not contain procedural rules on how to transact business; such rules properly belong in Standing Rules."

The following are characteristics of Bylaws.

- \* Bylaws are to be a part of the fundamental law of the organization. They are to be a permanent and continuing rule to be applied on all future occasions.
- \* Bylaws must be workable. It makes little sense to adopt a Bylaw where the results are unenforceable or the process is unworkable.
- \* Bylaws must be fair and reasonable.
- \* Members are presumed to have knowledge of the Bylaws. A person who becomes a member is bound by the provisions of the Bylaws even if the member has not seen the Bylaws.
- \* Bylaws should not include procedural rules on transacting business. These rules should be set aside in a Board Policy manual or some other instrument.
- \* The Bylaws of the Chapter should closely follow the Bylaws of the State Association.

Each Chapter should have a Resolutions and Bylaws Committee. This committee should review the Chapter Bylaws each year to make certain the Bylaws are consistent with those of the SNA-NC.



Changes are made in the Bylaws of the SNA-NC at the Delegate Assembly Meeting held at the Annual Meeting. Your committee can keep your Bylaws current by reviewing any changes made in the State Bylaws which need to be made in the Chapter Bylaws.

A good example of how the State Bylaws have changed in the last few years is the officer structure. Several years ago the State adopted the officer structure of SNA. They eliminated the office of Past-President and added the office of Vice President. Chapters are encouraged to keep their structure in line with the State Association.

The Vice President of the SNA-NC serves as the Chair of the State Resolutions and Bylaws Committee. Chapter leaders can obtain help with Chapter Bylaws by contacting this State Officer. The name, address and phone number of this officer is listed in the current issue of the *ARROW*.

Earning a Level 1, Level 2, Level 3 or Level 4 SNA Certificate in School Nutrition shows your commitment to your profession and helps you stay current on the job. SNA’s Certificate Program is based on the standards of practice in the four key areas of the Keys to Excellence Program and, SNA’s Certificate Program is aligned with USDA Professional Standards.

Level 1 is aligned with USDA Professional Standards continuing education requirements. Renewals are based on membership type.

Employees/staff should consult with their manager/supervisor to determine training plans in the four key areas.

Table A.

<b>Membership Type</b>	<b>SNA CEU Requirements for Level 1</b>	<b>Professional Standards Required Annual Training Hours</b>
Staff less than 20 hours	6 CEUs	4 Training Hours
Employees/Staff	6 CEUs	6 Training Hours
Managers	10 CEUs	10 Training Hours
Directors	12 CEUs	12 Training Hours
State Agency Directors	15 CEUs	15 Training Hours

**You should ALWAYS keep a file of all training documentation in the event you are randomly selected for an audit.**

## Earn Your SNA Certificate in Three Simple Steps

---

### Step 1: Academic Experience & Requirements

First, determine if you have met all the academic experience and requirements for the certificate level that you would like to apply for. The initial requirements and annual CEU requirements for each of the 4 levels are listed in this guide.

### Step 2: Documentation and Payment

**NEW:** You now have two options when submitting required paperwork. You may submit proof of **ALL** training documents along with the new cover sheet **OR** your manager may review your training and then sign the cover sheet providing confirmation. If your supervisor signs the cover sheet you **DO NOT** need to send the supporting documentation. You should **ALWAYS** keep a file of all training documentation in the event you are randomly selected for an audit.

#### OPTION 1

This option includes the addition of the certificate program cover sheet. The cover sheet assists in verifying your training with the documentation you submit. *The cover sheet is optional for initial Level 1 submissions.*

---

- List all training on the Certificate Program Submission Cover Sheet
- Submit all proof of training documentation
- Submit the completed Certificate Program Submission Cover Sheet
- Submit the completed application, documentation and the appropriate fees

#### OPTION 2

This option provides verification of your training documentation and required training by your supervisor. If you utilize this option, you **DO NOT** need to submit all of your documentation, **ONLY** the cover sheet, verified and signed by your supervisor, **AND** a copy of your High School Diploma/ GED/ College transcripts.

---

- List all training on the Certificate Program Submission Cover Sheet
- Have your supervisor review and confirm training and required education then sign the cover sheet
- Submit the completed and signed Certificate Program Submission Cover Sheet
- Submit the completed application, documentation and the appropriate fees

### Step 3: Celebrate!

Upon approval of your application, SNA will send you a verification letter to confirm you earned your SNA Certificate in School Nutrition. Please allow 4-6 weeks for your application to be processed. **Your SNA Certificate is valid for one year from month of approval.**

---

Professional Standards Resources: [schoolnutrition.org/professionalstandards](http://schoolnutrition.org/professionalstandards)



# Level 1

## Initial Level 1 Application Requirements

1. Eight (8) hour Core Course in Nutrition **OR** 1 College Credit in Nutrition **AND**
  2. Eight (8) hour Core Course in Food Safety & Sanitation
- CEUs must be categorized by Key Topic Area based on the USDA Professional Standards.
  - CEUs CANNOT date back further than five (5) years from the date you apply.
  - College credits have no expiration.

**Annual Renewal Requirements** Required annual training hours can be in one or all key areas.

### **Employees**

6 CEUs

### **Managers**

10 CEUs

### **Directors**

12 CEUs

### **State Agency**

15 CEUs

## **Level 1 Application Fees**

**Member:** \$17.00

**Non-Member:** \$61.00

## **How You Can Earn CEUs**

- SNA Live Webinars
- USDA Training Programs
- SNA Approved Core Courses
- SNA Conferences & Meetings
- SNA Webinars On-Demand (SNA Members only)
- SNA Professional Development Articles (PDAs)
- Institute of Child Nutrition (ICN)
- Academy of Nutrition and Dietetics (AND)
- Association of Nutrition and Foodservice Professionals
- School Districts (ie back to school workshops and trainings)

**Professional Standards Resources:** [schoolnutrition.org/professionalstandards](http://schoolnutrition.org/professionalstandards)



## Level 2 (NEW)

- CEUs must be categorized by Key Topic Area based on the USDA Professional Standards.
- CEUs CANNOT date back further than five (5) years from the date you apply.
- College credits have no expiration.

### Initial Level 2 Requirements (NEW)

- 8 Hour Core Course in Food Safety & Sanitation
- 8 Hour Core Course in Nutrition Education OR 1 College Credit in Nutrition
- 6 Hours: Key Area 1 Nutrition
- 6 hours: Key Area 2 Operations
- 6 hours: Key Area 3 Administration
- 6 hours: Key Area 4 Communications & Marketing
- 6 hours: General Electives

### **Include a copy of your:**

- High School Diploma OR High School Transcripts OR GED OR
- College/University Degree OR Transcripts

### **Annual Renewal Requirements: Level 2** Required annual training hours can be in one or all key areas

<b>Employees</b>	<b>Managers</b>	<b>Directors</b>	<b>State Agency</b>
8 CEUs	10 CEUs	12 CEUs	15 CEUs

### **Level 2 Application Fees**

**Member:** \$20.00

**Non-Member:** \$67.00

### **How You Can Earn CEUs**

- |   |   |
|---|---|
| • <a href="#"><u>SNA Live Webinars</u></a>                            | • <a href="#"><u>Institute of Child Nutrition (ICN)</u></a>                     |
| • <a href="#"><u>USDA Training Programs</u></a>                       | • <a href="#"><u>Academy of Nutrition and Dietetics (AND)</u></a>               |
| • <a href="#"><u>SNA Approved Core Courses</u></a>                    | • <a href="#"><u>Association of Nutrition and Foodservice Professionals</u></a> |
| • <a href="#"><u>SNA Conferences &amp; Meetings</u></a>               | • School Districts (ie back to school workshops and trainings)                  |
| • <a href="#"><u>SNA Webinars On-Demand (SNA Members Only)</u></a>    |   |
| • <a href="#"><u>SNA Professional Development Articles (PDAs)</u></a> |   |

**Professional Standards Resources:** [schoolnutrition.org/professionalstandards](http://schoolnutrition.org/professionalstandards)



# Level 3 (Old Level 2)

- CEUs must be categorized by Key Topic Area based on the USDA Professional Standards.
- CEUs CANNOT date back further than five (5) years from the date you apply.
- College credits have no expiration.

## Initial Level 3 Requirements

- 8 Hour Core Course in Food Safety & Sanitation
- 8 Hour Core Course in Nutrition Education **OR** 1 College Credit in Nutrition
- 15 Hours: Key Area 1 Nutrition
- 15 hours: Key Area 2 Operations
- 15 hours: Key Area 3 Administration
- 15 hours: Key Area 4 Communications & Marketing
- 10 hours: General Electives (New!)\*

## Include a copy of your:

- High School Diploma **OR** High School Transcripts **OR** GED **OR**
- College/University Degree **OR** Transcripts

**Annual Renewal Requirements: Level 3** Required annual training hours can be in one or all key areas

Employees	Managers	Directors	State Agency
10 CEUs	10 CEUs	12 CEUs	15 CEUs

## Level 3 Application Fees

**Member:** \$22.00

**Non-Member:** \$73.00

## How You Can Earn CEUs

- SNA Live Webinars
- USDA Training Programs
- SNA Approved Core Courses
- SNA Conferences & Meetings
- SNA Webinars On-Demand (SNA Members only)
- SNA Professional Development Articles (PDAs)
- Institute of Child Nutrition (ICN)
- Academy of Nutrition and Dietetics (AND)
- Association of Nutrition and Foodservice Professionals
- School Districts (ie back to school workshops and trainings)

**Professional Standards Resources:** [schoolnutrition.org/professionalstandards](http://schoolnutrition.org/professionalstandards)



# Level 4 (Old Level 3)

- CEUs must be categorized by Key Topic Area based on the USDA Professional Standards.
- CEUs CANNOT date back further than five (5) years from the date you apply.
- College credits have no expiration.

## Initial Level 4 Requirements

### Option A

1. 8 Hour Core Course: Food Safety & Sanitation
2. 3 College Credits: Key Area 1 Nutrition
3. 3 College Credits: Key Area 2 Operations
4. 3 College Credits: Key Area 3 Administration

**AND/OR:**

3 College Credits: Key Area 4 Comm. & Mark.

### Option B

1. 8 Hour Core Course: Food Safety & Sanitation
  2. 8 Hour Core Course: Nutrition Education
- OR:** 1 College Credit: Key Area 1 Nutrition

3. 35 Hours: Key Area 1 Nutrition
4. 35 Hours: Key Area 2 Operations
5. 45 Hours: Key Area 3 Administration

**AND/OR:** Key Area 4 Comm. & Marketing

6. 15 General electives in any of the four key areas

For either option, include a copy of your:

- High School Diploma **OR** High School Transcripts **OR** GED **OR**
- College/University Degree **OR** Transcripts

**Annual Renewal Requirements: Level 4** Required annual training hours can be in one or all key areas

#### Employees

12 CEUs

#### Managers

12 CEUs

#### Directors

12 CEUs

#### State Agency

15 CEUs

## Level 4 Application Fees

**Member:** \$32.00

**Non-Member:** \$180.00

## How You Can Earn CEUs

- SNA Live Webinars
- USDA Training Programs
- SNA Approved Core Courses
- SNA Conferences & Meetings
- SNA Webinars On-Demand (SNA Members only)
- SNA Professional Development Articles (PDAs)
- Institute of Child Nutrition (ICN)
- Academy of Nutrition and Dietetics (AND)
- Association of Nutrition and Foodservice Professionals
- School Districts (ie back to school workshops and trainings)

**Professional Standards Resources:** [schoolnutrition.org/professionalstandards](http://schoolnutrition.org/professionalstandards)

## Calculating CEUs and Training Hours

---

The purpose of CEUs (Continuing Education Units) is to provide job-related professional development and growth experiences. Annual training (earning CEUs) is a requirement for both USDA Professional Standards and maintaining your Certificate in School Nutrition or SNS Credential.

SNA encourages you to engage in 1 hour trainings, whenever possible, to earn CEUs and initial hours for the Certificate Program. SNA also understands the challenges many school nutrition professionals are faced with when seeking appropriate training and as a result we have recently updated the allowable CEU minimum for the Certificate Program.

### CEU Requirements

- 1 Continuing Education Unit (CEU) = 1 hour of training for Professional Standards
- CEUs must be a minimum of one hour in length.
  - Two 30-minute trainings within the same subtopic code, within the same year will be accepted as one CEU.
  - Four 15-minute trainings within the same subtopic code, within the same year will be accepted as one CEU.
  - Subtopic codes can be found in the USDA Professional Standards Learning Objectives, or the SNA Professional Standards Training Guidelines. *Refer to examples below.*
- CEUs CANNOT date back further than five (5) years from the date you apply.
- **Renewal CEUs must be completed during the certificate year.**
- Education earned in the four key areas can be used to meet the initial requirements for Level 2, Level 3, or Level 4 certificate.
- Initial hour requirements can also be met by using college credits. *See college credit conversion on the next page.*

### Calculating CEUs EXAMPLE, 30 minute trainings

Training Title Examples	Length	Key Area	Key Topic	Subtopic
Menu Planning: What You Need to Know	30 min	(1000) Nutrition	(1100) Menu Planning	(1120) Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student tastes, and promotional events.
Serving Healthy Meals	30 min			
<b>Total training time</b>		<b>1 hour</b>	<b>Accepted as 1 hour of training</b>	

### Calculating CEUs EXAMPLE, 15 minute trainings

Training Title Examples	Length	Key Area	Key Topic	Subtopic
Introduction to Menu Planning	15 min	(1000) Nutrition	(1100) Menu Planning	(1120) Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student tastes, and promotional events.
Maximizing Meals	15 min			
Meal Components, what works	15 min			
Steps to Successful Menu Planning	15 min			
<b>Total training time</b>		<b>1 hour</b>	<b>Accepted as 1 hour of training</b>	



## How to Earn CEUs

---

There are a number of resources for earning CEUs.

### Webinars, workshops and/or conferences

- [SNA Live Webinars](#)
- [SNA Webinars On-Demand \(SNA Members only\)](#)
- [SNA Conferences & Meetings](#)

### SNA Professional Development Article

- [SNA Professional Development Articles \(PDAs\)](#)

### Online trainings

- [SNA Approved Core Courses](#)
- [Institute of Child Nutrition \(ICN\) Online Trainings](#)
- [Academy of Nutrition and Dietetics \(AND\) Online Courses](#)

### Additional Training Sources

- State Agencies
- [USDA Training Programs](#)
- SNA State Associations and Chapters
- [Association of Nutrition and Foodservice Professionals](#)
- School Districts (back to school workshops and trainings)
- Universities and Colleges (including home study and correspondence courses)
- Industry and Allied Organizations

### CEUs can also be earned by

- Teaching a class (first time only) – 1 CEU
- Publishing an article in a national journal/magazine – 1 CEU

### College credit conversion

- 1 Credit Course = 15 hours
- 2 Credit Course = 30 hours
- 3 Credit Course = 45 hours

**Learn about SNA Membership! Members have access to ALL SNA's on demand webinars for FREE!**

<http://schoolnutrition.org/membership/>

---

**Professional Standards Resources:** [schoolnutrition.org/professionalstandards](http://schoolnutrition.org/professionalstandards)

## Maintaining Your Certificate

---

- **Your SNA Certificate is valid for one year.** Three months before your certificate is due to expire, SNA will mail you a renewal form. It is your responsibility to renew on time to avoid your certificate expiring.
- **To keep your Certificate current, you must obtain CEUs within your annual certificate period and pay your yearly renewal fee. Employees/staff should consult with their manager/supervisor to determine training plans in the four Key Areas.**
- Each individual is responsible for maintaining and keeping records of CEUs earned and the Key Topic Area.
- **SNA will check proof of CEUs via a random audit.** Only those chosen for the audit will be required to send in documentation of CEUs earned. If you are selected for an audit, a notification to send CEU documentation to SNA will be included in your annual renewal notice.
- Submit your annual renewal fee with the renewal form to SNA at least four weeks prior to expiring.
- After SNA reviews and approves your certificate renewal, you will receive notification of approval. Please allow 4–6 weeks for your renewal to be processed.
- To show your school district that you obtained your certificate, you can print a copy from the My Account section of the website ([www.schoolnutrition.org](http://www.schoolnutrition.org)).
- If your renewal form is incomplete, you will receive a letter explaining what is required to maintain your certificate.
- In order to pay the member renewal rate, your SNA membership status must be active during your entire certificate period. If your membership status was inactive at any point, you will be required to pay the non-member rate.

### Annual Certificate Renewal Fees

Certificate Level	Member Annual Renewal Fee	Non-Member Annual Renewal Fee
Level 1	\$11.00	\$55.00
Level 2	\$12.00	\$60.00
Level 3	\$13.00	\$65.00
Level 4	\$15.00	\$165.00

*Note: Annual fees are subject to change at any time.*

**Professional Standards Resources:** [schoolnutrition.org/professionalstandards](http://schoolnutrition.org/professionalstandards)

## Audit Information

---

SNA will check proof of CEUs via a random audit. Only those chosen for the audit will be required to send in documentation of CEUs earned. If you are selected for an audit, notification to send CEU documentation to SNA will be included in your annual renewal notice.

### Required Renewal Hours School Year 2018-2019

Membership Type	SNA CEU Requirements for Level 1	Professional Standards Required Annual Training Hours
Staff less than 20 hours	6 CEUs	4 Hours
Staff/Employees	6 CEUs	6 Hours
Managers	10 CEUs	10 Hours
Directors	12 CEUs	12 Hours
State Agency Directors	15 CEUs	15 Hours

Membership Type	SNA CEU Requirements for Level 2 (NEW)	Professional Standards Required Annual Training Hours
Managers	10 CEUs	10 Hours
Staff/Employees	8 CEUs	8 Hours
Directors	12 CEUs	12 Hours
State Agency Directors	15 CEUs	15 Hours

Membership Type	SNA CEU Requirements for Level 3 (Old Level 2)	Professional Standards Required Annual Training Hours
Staff/Employees	10 CEUs	6 Hours
Managers	10 CEUs	10 Hours
Directors	12 CEUs	12 Hours
State Agency Directors	15 CEUs	15 Hours

Membership Type	SNA CEU Requirements for Level 4 (Old Level 3)	Professional Standards Required Annual Training Hours
Staff/Employees	12 CEUs	6 Hours
Managers	12 CEUs	10 Hours
Directors	12 CEUs	12 Hours
State Agency Directors	15 CEUs	15 Hours

**Professional Standards Resources:** [schoolnutrition.org/professionalstandards](http://schoolnutrition.org/professionalstandards)

# Certificate Program Application

## APPLICATION INFORMATION

(Print or type all information)



Preferred Mailing Address:  Home  Work

Check here  if membership application has been submitted and you do not already have a membership number.

**SNA Membership Number:** \_\_\_\_\_

Name (first, middle initial, last) \_\_\_\_\_

Preferred Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Do you receive a pay increase for having a Certificate in School Nutrition?  
 Yes  No

**Place a checkmark next to the appropriate Member or Non-Member fee that pertains to the Level you are applying for.**

### Application Fees and Documentation

Submit your application form and copies of the required documentation for the Level you are applying for to SNA.

Level	Application Fee for Members	Application Fee for Non-Members
Level 1	<input type="checkbox"/> \$17	<input type="checkbox"/> \$61
Level 2	<input type="checkbox"/> \$20	<input type="checkbox"/> \$67
Level 3	<input type="checkbox"/> \$22	<input type="checkbox"/> \$73
Level 4	<input type="checkbox"/> \$32	<input type="checkbox"/> \$180

### Declaration

I declare that all the information I have provided is true to the best of my knowledge. I understand that SNA reserves the right to verify any or all information in this application or in connection with my certificate. Therefore, I understand and agree that my failure to provide information that is true, respond to authorized SNA requests for additional information or abide by SNA policies and procedures shall constitute grounds for rejection of my application or denial or revocation of my certificate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payment

Total Payment Enclosed \$ \_\_\_\_\_  Check  Money Order  
 VISA  MasterCard  
 American Express

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address (if Different from preferred address) \_\_\_\_\_

Signature \_\_\_\_\_

**Make check or money order payable to SNA. Mail your application, payment and documentation to: SNA, P.O. Box 759297, Baltimore, MD 21275-9297 or fax your application, credit card information and documentation to: (301) 686-3115.**

**NOTE: Please allow 4 -6 weeks for your application to be processed. The application fee is non-refundable. If your application is incomplete, you will receive a letter listing additional documentation needed to earn your Certificate and you will have 30 calendar days to submit the documents to SNA. If SNA received your documents after 30 calendar days, you will have to re-submit the entire application and pay the initial certification fee again.**

**MAKE A PHOTOCOPY OF YOUR APPLICATION FOR YOUR RECORDS. Please call the SNA Service Center at (800) 877-8822 or email us at [certsns@schoolnutrition.org](mailto:certsns@schoolnutrition.org) with any questions. SAVE MONEY! Become a member of SNA when you apply for a certificate. For a membership application, call the Service Center at (800) 877-8822.**

### Certificate Application Checklist

- Complete and sign the application form.
- Enclose check, money order or complete credit card information on the application form.
- Enclose a copy of your high school diploma/ GED for Level 2, 3 and 4.
- Enclose a copy of your required documentation for all Levels.

Note. Not all documentation must be submitted if using Submission Option 2: Cover Sheet Signed by a Supervisor. See Cover Sheet for more details.

Mail the application form, payment and all documentation to:

**SNA, PO Box 759297,  
Baltimore, MD 21275-9297**

### Certificate Renewal Process

To stay current you must obtain continuing education units (CEUs) and pay the appropriate renewal fee for your level annually (see table). The number of CEUs required to renew are based on USDA Professional Standards and your member type. For more information about how to obtain CEUs and the number required please visit: [www.schoolnutrition.org/certificate](http://www.schoolnutrition.org/certificate).



### Annual Certificate Renewal Rates

Note: Annual fees are subject to change at any time.

Level	Member	Non-Member
Level 1	\$11	\$55
Level 2	\$12	\$60
Level 3	\$13	\$65
Level 4	\$15	\$165

### Maintaining Your Certificate

- Your SNA Certificate is valid for one year. Three months before your certificate is due to expire, SNA will mail you a renewal form. It is your responsibility to renew on time to avoid your certificate being cancelled.

- You must complete the required number of CEUs during your annual period.
- Each individual is responsible for maintaining and keeping records of CEUs earned.
- SNA will check proof of CEUs via a random audit. Only those chosen for the audit will be required to send in documentation of CEUs earned. **If you are selected for an audit, notification to send CEU documentation to SNA will be included in your annual renewal notice.**
- Submit your annual renewal fee with the renewal form to SNA at least four weeks prior to expiring.
- After SNA reviews and approves your certificate renewal, you will receive notification of approval. **Please allow 4-6 weeks for your renewal to be processed.**
- To show your school district that you obtained your certificate, you can print a copy from the My Account section of [www.schoolnutrition.org](http://www.schoolnutrition.org).

- If your renewal form is incomplete, you will receive a letter explaining what is required to maintain your certificate.
- In order to pay the member renewal rate, your SNA membership status must be active during your entire certificate period. If your membership status was inactive at any point, you will be required to pay the non-member rate.

### Certificate Program Reinstatement

- Individuals who have lapsed can reinstate their certificate within 90 days of expiring.
- If a certificate expires, SNA will mail a reinstatement notice with instructions.
- In addition to a renewal fee, a reinstatement fee must be paid to re-activate a lapsed certificate:

Level	Annual Member Renewal	Reinstatement	Total
Level 1	\$11	\$17	\$28
Level 2	\$12	\$20	\$32
Level 3	\$13	\$22	\$35
Level 4	\$15	\$32	\$47

- Submit documentation of CEUs earned during the annual certificate period (mandatory audit).

**Upon approval of your reinstatement, SNA will send you a verification letter explaining responsibilities and procedures for renewal. Please allow 4-6 weeks for your reinstatement to be processed.**

**MAKE A PHOTOCOPY OF YOUR APPLICATION FOR YOUR RECORDS. Please call the SNA Service Center at (800) 877-8822 or email us at [certsns@schoolnutrition.org](mailto:certsns@schoolnutrition.org) with any questions. SAVE MONEY! Become a member of SNA when you apply for a certificate. For a membership application, call the Service Center at (800) 877-8822.**



# Certificate Program Submission Cover Sheet

This cover sheet must be submitted with your application for levels 2, 3 and 4.

First and Last Name	Choose one of the following options	Number of Hours Submitted with this Cover Sheet
SNA Member Number	1. <input type="checkbox"/> NEW Application	Certificate level applying for
Supervisor Attestation	2. <input type="checkbox"/> CHANGING Levels (moving up or down)	Supervisor/Director Signature and Date
<i>I have reviewed the number of CEUs, CEU supporting documentation, and education (as applicable). My signature indicates my confirmation of training and education.</i>		

You have two options when submitting required paperwork. You may submit **ALL** proof of training documents along with this cover sheet **OR** your manager may review your training and then sign above providing confirmation. If your supervisor signs above you **DO NOT** need to send copies of your documentation. You should **ALWAYS** keep a file of all training documentation in the event you are randomly selected for an audit.

### Choose one of the following submission options

- Submission Option 1:**
  - List all training on the following pages
  - Submit all proof of training documentation
  - Submit this completed cover sheet
  - Submit the completed signed application and the appropriate fees
- Submission Option 2:**
  - List all training on the following pages
  - Have your supervisor review and confirm the training then sign above
  - Submit the completed and signed cover sheet
  - Submit the signed application along with the appropriate fees

Have you listed all training and totaled the number of hours?  
 YES or  NO  
 Have you attached proof of training for everything listed?  
 YES or  NO

Have you listed all training and totaled the number of hours?  
 YES or  NO  
 Has your supervisor reviewed and signed this cover sheet?  
 YES or  NO

### Calculating CEUs/training hours For additional information download the Certificate Guide

- 1 Continuing Education Unit (CEU) = 1 hour of training for Professional Standards
- CEUs must be a minimum of one hour in length.
  - Two 30-minute trainings within the **same subtopic code, within the same year** will be accepted as one CEU/training hour.
  - Four 15-minute trainings within the **same subtopic code, within the same year** will be accepted as one CEU/training hour.
  - **Subtopic codes** can be found in the USDA Professional Standards Learning Objectives, or the SNA Professional Standards Training Guidelines. **Refer to example on the right.**

### Example Subtopic Code

<b>Key Area</b>	(1000) Nutrition
<b>Key Topic</b>	(1100) Menu Planning
<b>Subtopic</b>	(1120) Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student tastes, and promotional events.



# Certificate Program Submission Cover Sheet

First and Last Name	Member SNA Number
---------------------	-------------------

8 hour Core Course in Nutrition Education  YES or  NO  N/A **OR** 1 College Credit in Nutrition  YES or  NO  N/A **AND** 8 hour Core Course in Food Safety & Sanitation  YES or  NO

Nutrition Education Core Course Date of Training \_\_\_\_\_ College Credit in Nutrition Date Earned \_\_\_\_\_ Food Safety & Sanitation Core Course Date of Training \_\_\_\_\_

Nutrition Education Core Course Title and Provider \_\_\_\_\_ College Name and Location \_\_\_\_\_ Food Safety & Sanitation Core Course Title and Provider \_\_\_\_\_

**Levels 2, 3 and 4 Submissions:**  
 Did you include a copy of your High School Diploma or GED? Documentation **MUST** be included.  
 High School Diploma/High School Transcripts or  GED or  College/University Degree or Transcripts

### Key Area Hours Summary

- List all of your training on the grid below. Key Area 1 - Nutrition Total Hours: \_\_\_\_\_
  - You may want to list your training by Key Area to make totaling your hours easier. Key Area 2 – Operations Total Hours: \_\_\_\_\_
  - Add the total number of hours in each Key Area to the summary on the right along with the grand total. Key Area 3 – Administration Total Hours: \_\_\_\_\_  
 Key Area 4 – Communications and Marketing: \_\_\_\_\_
- Grand Total:** \_\_\_\_\_

## Chapter Thirteen

---

### The *ARROW*

The official publication of the School Nutrition Association of North Carolina is the *ARROW*. The *ARROW* is published two to three times per year and is distributed to all members of SNA-NC/SNA.

The purpose of the *ARROW* is to inform the membership of upcoming events such as the Annual Meeting, District Meetings, and other happenings of interest. It provides an update of legislative concerns and how current legislation may affect the membership, Child Nutrition Programs, and children.

The *ARROW* also publicizes information about members and Child Nutrition activities around the state. Photos and articles pertaining to member activities of interest are published. The winners of coveted awards are recognized.

The *ARROW* keeps the membership informed about who is responsible for different activities within the association. Chapter leaders can always find the names and addresses of state officers and committee chairs in the *ARROW*. It is the most important link for Chapters to the Executive Board of the School Nutrition Association of North Carolina.

Chapter leaders, Child Nutrition Directors, and all members are encouraged to submit news items to be published in the *ARROW*. The stories should be written and submitted to the SNA-NC Executive Director. The address for the Executive Director can be found in the current issue of the *ARROW*.



# **ARROW News Form**

Mail news and articles for publication in the *ARROW* to the SNA-NC Executive Director. The address can be found in the current issue or on the web at [www.schoolnutrition-nc.org](http://www.schoolnutrition-nc.org). This form will help you write your article for the *ARROW*. Articles may be submitted to the *ARROW* at anytime.

## **Photos**

\* Digital photos should be high resolution and must be sent on a CD or by e-mail.

## **Please complete the following questionnaire:**

Describe event (What happened?):

---

---

---

Who was involved?(Names and titles):

---

---

When did it happen? (Dates):

---

---

---

Where did it happen?:

---

Why did it happen?:

---

---

Other information:

---

---

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### **A Unique Partnership**

In 1976 the School Nutrition Association of North Carolina and the University of North Carolina at Greensboro established a unique partnership-The School Nutrition Association of North Carolina Endowment Fund.

The Endowment Fund was established to support various training projects and programs sponsored by UNCG for Child Nutrition personnel. The Endowment Fund is relationship between a University and a professional organization for the purpose of strengthening both academic programs and professional competencies.

#### **History**

The original concept of the Endowment Fund was to establish a Food Service Management professorship at UNCG. After determining that it would require many years to obtain sufficient contributions to fund this professorship, the Association approved using a portion of the earnings each year for training programs. Contributions to the Endowment Fund have been made by individual Child Nutrition employees, local chapters of SNA-NC and private businesses interested in the future of Child Nutrition programs in North Carolina.

#### **How are Funds Used?**

The earnings from the Endowment Fund are used to fund innovative training programs for Child Nutrition personnel. These programs vary as needs change. The Endowment Committee makes recommendations to the Board of Directors for the use of the funds. Part of the earnings is used to supplement a professorship in Food Service Management at the University of North Carolina at Greensboro.

#### **Contributions**

Many Child Nutrition employees in North Carolina have already contributed to the Fund. The continued support of many employees and friends is needed to fulfill the original goal of establishing a Food Service Management professorship at The University of North Carolina at Greensboro.

#### ***Be a Shareholder!***

In addition, contributions may be made as a memorial or to honor an individual. Your chapter can make contributions to honor members and in memory of members or relatives of members. The form on the next page can be used to send the information and make certain the appropriate family members are notified.

The School Nutrition Association of North Carolina  
Endowment Fund

Enclosed is my (our) donation of: \_\_\_\_\_  
(This amount will be shown only on your receipt.)

In Memory of: \_\_\_\_\_

Please send sympathy card to:

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

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

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

Sign the card: \_\_\_\_\_

or

In Honor of: \_\_\_\_\_

Please notify of honor:

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

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

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

Sign the card: \_\_\_\_\_

My (our) Name: \_\_\_\_\_

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

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

Day phone ( ) \_\_\_\_\_

Checks should be made payable to:

SNA-NC Endowment Fund  
School of Health and Human Sciences  
UNCG  
PO Box 26170  
Greensboro, NC 27402-6170

Contributions are tax deductible.

## Chapter Fifteen

### Awards and Scholarships

---

This section contains the forms necessary to apply for the awards and scholarships available from the SNA-NC and SNA. These forms may be copied as needed. Additional forms can be obtained by contacting the Leadership Development/Awards Chair or from the web site, [www.schoolnutrition-nc.org](http://www.schoolnutrition-nc.org).

The Leadership Development/Awards Chair for 2018-2019 is:

Shirley Pelletier  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: [shirleypelletier@pqschools.org](mailto:shirleypelletier@pqschools.org)

#### **Forms provided**

100 % Membership Award and 100 % Certification Award  
Chapter of the Year Award  
Lunch Bell Award  
SNA-NC Partner in Education Award  
SNA-NC Scholarships  
SNA Scholarships and Awards (Information only)  
Mary Long Beasley Award  
Tim Greene Memorial Scholarship Award  
Martha Gomer SPIRIT Award  
Gene Causby Memorial Scholarship Award  
Lynn Harvey First Timer Scholarship

#### **Information provided**

Employee of the Year Award (Previously Heart of the Program Award)  
Manager of the Year Award (Previously Louise Sublette Award)  
Director of the Year Award (Previously Outstanding Director of the Year Award)

## 100 % Membership and 100 % Certification Awards

SNA-NC sponsors two awards to recognize members. SNA-NC participates with SNA in the 100 % Membership Awards. Schools with 100 % membership are recognized and honored at the Annual Conference. The schools receive a certificate in recognition of this achievement. Information about this award appears in the *ARROW*. Additional information can be obtained by contacting the Membership Chair.

The SNA-NC Membership Committee is excited about the 100% Certification Award. We are challenging all SNA-NC members to work toward this goal through continued professional development. The 100% Certification Awards will be presented in June at the SNA-NC Annual Meeting.

You are encouraged to become SNA/SNA-NC certified to help you as a School Nutrition employee increase your skills as a food service professional, improve your career status, and reach new levels of personal achievement. If you are already certified, make certain you earn the certification units you need and renew your certification before the expiration date.

Chapter leaders should encourage members to become certified as soon as they are eligible. Plan to explain certification at the first chapter meeting of the school year. Offer programs during the year for which members can receive credit.

There is no need to complete an additional form for 100 % Certification if the school is applying for 100 % Membership. The applicant just needs to write "yes" in the column under Certified. The SNA-NC Executive Director will automatically verify this information.

# School Nutrition Association of North Carolina

## 100 % Membership Award and 100 % Certification Award

*Application for Certificate of Achievement 100 % Membership School and for 100% Certification.*

*Please print or type all information requested below.*

Name of Cafeteria Manager: _____
School Name: _____
School System: _____
School Address: _____
City: _____, NC Zip Code: _____
E-mail: _____

**Instructions:** To qualify for the SNA Certificate of Achievement as a 100 % Membership School, all permanent food service personnel in the school or administrative office **must have an SNA membership number on December 31** of any given year. To qualify for 100% Certification, all permanent food service personnel in the school must be SNA Certified by December 31. Applications for certification after November 1 will not be considered due to processing time.

Send one copy of this application to the SNA-NC Executive Director by **February 28, 2019**. **Applications received after March 1, 2019 will not be considered.** You do not need to complete a separate application for 100 % Certification. Additional copies of this form can be obtained from the Executive Director or from the web site [www.schoolnutrition-nc.org](http://www.schoolnutrition-nc.org). (See **ARROW** for addresses.) For information or additional forms call 1-800-219-4893.

Number of Permanent Food Service Employees in the School: \_\_\_\_\_

Name of Member List Manager's name first	Membership No. REQUIRED	Certified Yes/No	Office Use
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

*(For additional names, list on separate sheet and attach.)*

# School Nutrition Association of North Carolina

## Chapter of the Year Award

Describe the accomplishment and activities of your chapter over the past year in the following categories. Include photographs of activities or displays.

	<b>Possible Points</b>
<b>Legislation</b>	
1. Have Legislative Chair and Co-Legislative Chair and/or Legislative Committee	4
2. Have and study Constitution	4
3. Have a Professional Voting Plan	4
4. Develop a Hot-Line of communication between members	4
5. Use of Hot-Line	4
6. Other accomplishments to date	4
<b>Total</b>	<b>24</b>
<b>Certification</b>	
1. Have a Education Chair and an Education Committee	4
2. Plan professional growth programs that qualify for certification credit	4
3. Have prior approval of chapter programs	4
4. Have updated certification record keeping system	4
<b>Total</b>	<b>16</b>
<b>Membership</b>	
1. Have a Member Services Committee	4
2. Organize and maintain an efficient system for checking membership	4
3. Develop current membership roll	4
4. Participate in 100% membership drive in individual cafeterias or maintain the present 100% cafeterias. Encourage new members in each school	4
5. Increase membership of chapter by 10% each year	4
6. Attendance of voting members at House of Delegates	4
<b>Total</b>	<b>24</b>
<b>Nutrition</b>	
1. Plan at least one food and nutrition information chapter program each year	4
2. Participate in parent or community activities with displays of nutritionally adequate meals or snacks	4
3. Enrollment of members in nutrition training courses	4
4. Participate in National School Lunch Week and other nutritional observances	4
<b>Total</b>	<b>16</b>
<b>General Chapter Activities</b>	
1. Prepare program of work for the year	
2. Involve District Director in chapter activities as much as possible	2
3. Prepare chapter officer's guide and procedure for updating	2
4. Prepare yearly budget if chapter collects dues	2
5. Propose resolutions	2
6. Participate in scholarship program	2
7. Participate in Endowment Fund	2
8. Submit articles for publication to the <b>ARROW</b>	2
9. Involve the Nutrition Advisory Council member from the District in as many chapter activities as possible	2
10. Organize a Nutrition Advisory Council in the local schools	2
<b>Total</b>	<b>20</b>
<b>Total Points Possible</b>	<b>100</b>

## **SNA-NC Chapter of the Year Award Cover Sheet**

**The cover sheet must be sent with each entry.**

Sponsored by the SNA-NC to recognize chapters of the Association for outstanding accomplishments in programs and activities.

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

Chapter President: \_\_\_\_\_

Address of President: \_\_\_\_\_

Business Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Entry Rules**

1. Entries may be submitted by an affiliated chapter of the SNA-NC.
2. The awards will be based on activities for one year from March 1 to March 1.
3. Each entry must be supported by articles, scripts, pictures or any supporting documents.
4. Entries should be arranged to cover the five categories of criteria-Legislation, Certification, Membership, Nutrition and General Chapter Activities. This will facilitate judging.
5. Entries will be displayed at the SNA-NC Annual Meeting and be picked up at the conclusion of the conference.
6. The Chapter of the Year Award will be presented at the SNA-NC Annual Meeting.
7. The First Place Winner will receive \$100 and the Second place Winner will receive \$50.
8. Entries must reach the Leadership Development/Awards Chair by May 1.
9. The Leadership Development/Awards Chair for 2018-2019 is: Shirley Pelletier



## **Lunch Bell Award**

### ***School Nutrition Association of North Carolina***

The North Carolina Lunch Bell Award for newspapers was established in May, 1995, by the School Nutrition Association of North Carolina. The Lunch Bell Award for Radio and Television was established in June, 1980. The awards are presented annually at the AC for outstanding service in interpretation of nutrition education and/or school food services.

They recognize the tremendous impact of the news media on public awareness and understanding of the need for good nutrition and nutrition education and the role of Child Nutrition Programs and the public schools in meeting this need.

The Leadership Development/Awards Chair of SNA-NC will administer the award according to criteria established by the Board of Directors.

#### **Newspaper**

##### **Categories**

Outstanding photography, an outstanding article or series of articles, an outstanding editorial or series of editorials, and/or continuous comprehensive education coverage may be submitted. Four awards will be given--one in each of the following categories:

1. Metropolitan Dailies-over 50,000 pop.
2. Local Dailies
3. Weeklies or biweeklies
4. Electronic Edition of Newspapers

#### **Radio & TV**

##### **Categories**

Outstanding programs or series of programs, and/or continuous comprehensive education coverage may be submitted. Two award will be given--one in each of the following categories;

1. Radio
2. Television

##### **Entries**

1. Entries may be submitted by an SNA-NC local chapter, a SNA-NC member, or directly by the media.
2. Awards will be based upon coverage from January 1, to December 31.
3. Each entry must be supported by scripts, and/or other supporting evidence.
4. Each entry should include chronological documentation of spot announcements,

interviews, news features, programs, etc.

5. Creativity will be considered.

6. The entry cover sheet will include:

- A. Category
  - B. Name address, and telephone number or publication or station
  - C. Name of the editor or station manager
  - D. Name of staff member who prepared the article or program
  - E. Name and address of person or group submitting entry
  - F. A statement outlining the influence and significance of the coverage and the date of presentation. The entry must be submitted as "tear sheets" (whole pages) with relevant items completely encircled with grease pencil.
- Do not clip articles.** Electronic newspaper articles should be printed from the web with relevant items completely encircled with grease pencil. Cassette tapes or video tapes are to be submitted in the Radio and TV categories.
- G. Entries will not be returned
  - H. Entries must reach the Awards/Nominations Chair by **May 1**.

##### **Selection**

**Initial Screening.** The Leadership Development/Awards Chair will screen all entries to determine that they are eligible to be considered for awards. They will consider the continuing coverage, the impact and influence of material, the excellence and accuracy of reporting and interpreting, and the contribution toward increases public understanding of school food service and nutrition education.

**Final Selection.** The Lunch Bell Awards Committee, comprised of representatives of business, industry, the press, radio, TV, and public relations specialists will select the state winners. The Membership Committee and SNA-NC President will serve as consultants to the Awards Committee.

**Lunch Bell Award Cover Sheet**  
*School Nutrition Association of North Carolina*

**Category of Entry:** \_\_\_\_\_

Publication, Radio or TV Station: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Editor, Station Manager: \_\_\_\_\_

Who prepared articles or program: \_\_\_\_\_

Submitted by: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Statement Outlining Influence and Significance of the coverage and the date of Presentation**  
(attach additional sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach:**

Scripts and/or other supporting evidence as described in the rules.

**Deadline for Entries:**

Entries must reach the Leadership Development/Awards Chair by **May 1**.

The Leadership Development/Awards Chair for 2018-2019 is:

Shirley Pelletier  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: shirleypelletier@pqschools.org

Entries will not be returned.

## **SNA-NC Partner in Education Award**

### **Purpose**

The School Nutrition Association of North Carolina Partner in Education Award is designed to recognize outstanding professional performance through continuing service and leadership in nutrition education at the local level. Outstanding performance of integrating nutrition education activities in both the cafeteria and classroom will be recognized.

### **Who is Eligible**

Entries may be made by **any** individual who is a current member of the School Nutrition Association of North Carolina .

### **Criteria or Rules**

1. Complete one Lesson/Activity Summary Sheet for each topic presented.
2. Activities may include tasting classes, demonstrations, exhibits, talks before PTA/PTO, parents, students, or community groups which specifically promote or deal with Nutrition Education or Standards.
3. Entries should cover the period of **September 1 through April 15** of the school year. A minimum of **five different** lessons is required not to exceed ten lessons. Each lesson must be at least 20 minutes. If the same lesson is used, it must target different groups and the objectives must reflect the differences in lessons.
4. The participant has the responsibility for securing and compiling all entry form(s) and the personal data sheet.
5. Two objectives must be listed for each lesson/activity.
6. Additional information may be included such as pictures, newspaper articles, letters, etc.
7. Material should be compiled in **one 2" thick or smaller notebook**. Entries in notebooks larger than this will be disqualified.
8. Refer to judging criteria for additional guidance.

### **To Apply**

1. Complete personal data sheet.
2. Abide by the rules set above.
3. All entries must be received by May 1 of the school year for which the project was completed.

### **Judging**

Prior to June 1, the Leadership Development/Awards Chair of the School Nutrition Association of North Carolina will submit entries to a qualified panel of judges to select the winning entries. There will be a first, second, and third place winner. A summary of the judges' comments will be made and attached to each entry.

### **Presentation of Awards**

The awards will be presented at the Annual meeting of the School Nutrition Association of North Carolina in June. Winners' pictures will appear in the Fall issue of the *ARROW*.

For further information, please contact the Leadership Development/Awards Chair.

The Award/Nominations Chair for 2018-2019 is:

Shirley Pelletier  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: [shirleypelletier@pqschools.org](mailto:shirleypelletier@pqschools.org)

### **Note**

Holiday menus and decorations or special days for parents to visit are not necessarily eligible. These are promotions, but may be eligible if nutrition instruction is provided in advance.

**SNA-NC Partners in Education Award  
Applicant Data Information**

**Instructions: Complete and place as page 1 with entry.**

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Present Employment**

CN Position: \_\_\_\_\_  
School System: \_\_\_\_\_  
School Name: \_\_\_\_\_  
Principal: \_\_\_\_\_  
School Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
School Phone: \_\_\_\_\_

School Nutrition Director: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Superintendent's Name: \_\_\_\_\_

SNA/SNA-NC Membership Number: \_\_\_\_\_  
Expiration date: \_\_\_\_\_

Number of Lessons Submitted: \_\_\_\_\_

# SNA-NC Partner in Education Award

## Lesson/Activity Summary Sheet

### Instructions

Complete one summary sheet for each lesson submitted.

Lesson/Activity Title: \_\_\_\_\_

Date(s) Presented: \_\_\_\_\_

Location of Lesson/Activity: \_\_\_\_\_

Target Audience (Students, parents, teacher, other) \_\_\_\_\_

Grade level of Students: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_

**Objectives:** The student will be able to:

1. \_\_\_\_\_

2. \_\_\_\_\_

**Summary of Lesson/Activity:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List Resources:**

\_\_\_\_\_  
\_\_\_\_\_

**Description of Visual Aids Used:**

\_\_\_\_\_  
\_\_\_\_\_

Give specific examples of how your project affected your audience, for example, letters of appreciation, student work sheets, etc.

\_\_\_\_\_  
\_\_\_\_\_

# SNA-NC Partner in Education Award

## Judging Criteria

Entrant \_\_\_\_\_

Criteria	Maximum Points	Points Earned
<b>1. Lesson/Activity</b>	<b>20</b>	
Promotes partnership between Child Nutrition and Instruction	(10)	
Increases knowledge of Dietary Guidelines for Americans	(10)	
<b>2. Presentation</b>	<b>30</b>	
Originality of Theme	(5)	
Creativity of Presentation	(5)	
Visual Aids Used	(5)	
Resources Used	(5)	
Clearly stated, well organized, and to the point	(10)	
<b>3. Results</b>	<b>40</b>	
Number of people/different groups reached	(10)	
Positive Impact on audience	(10)	
Positive benefits to School Nutrition Program	(10)	
Objectives were met	(10)	
<b>4. Documentation</b>	<b>10</b>	
Pictures, newspaper articles, letters, student work sheets, etc.	(10)	
<b>Total Points</b>	<b>100</b>	

Judges Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# School Nutrition Association of North Carolina Scholarships

The School Nutrition Association of North Carolina awards two (2) \$500 scholarships. The scholarship guidelines are shown below.

## Qualifications

Applicant must:

1. Be a SNA-NC member and a School Nutrition Employee.
2. Be enrolled in, or enrolling in, a college food service related, **degreed** program.
3. Agree to return any unused portion of the scholarship at the end of the year.

## Instructions for Completing Application

1. Complete scholarship application.
2. Submit an up-to-date transcript of all academic work.
3. Submit three (3) letters of recommendation. Letters of recommendation should be from former or current instructors, former or current employers and an individual from the applicant's home community.
4. Include a letter stating why you desire a scholarship.
5. Submit two (2) copies of application and all related documents by **May 1** to the Leadership Development/Awards Chair.

The Award/Nominations Chair for 2018-2019 is:

Shirley Pelletier  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: shirleypelletier@pqschools.org

## Guidelines

1. Scholarships are granted for an academic year.
2. A scholarship recipient may apply for a scholarship in succeeding years.
3. Winners will be announced at the SNA-NC annual meeting in June each year.
4. Scholarship payments will be made directly to the college/university.
5. Board of Directors members are not eligible to apply for or receive a SNA-NC Scholarship while they are serving on the board.



**Scholarship Application**  
**School Nutrition Association of North Carolina**

Name: \_\_\_\_\_ SNA/SNA-NC# \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Education: Circle last grade completed

High School: 9 10 11 12 College: 1 2 3 4

Previous food service courses taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of College or Community College you plan to attend:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check area of study:

Institutional Food Service Management \_\_\_\_\_ Dietetics \_\_\_\_\_

Foods and Nutrition \_\_\_\_\_

Other \_\_\_\_\_ (describe) \_\_\_\_\_

Present Employment

School System \_\_\_\_\_ School \_\_\_\_\_

School Nutrition Position \_\_\_\_\_

Number of Years School Nutrition experience \_\_\_\_\_

Attach to this application in duplicate:

1. Three letters of recommendation
2. A letter explaining your present School Nutrition position and how a scholarship can assist you in future achievements.
3. Current Transcript.

Applications are due by May 1.

Mail to:

Shirley Pelletier  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: shirleypelletier@pqschools.org

# SNA Scholarships and Loans

## **Purpose**

The School Nutrition Foundation is pledged to the improvement of the school community and national health through well directed Child Nutrition Departments. As a way to achieve this goal, the Foundation makes funds available to encourage SNA members to seek continued study in the field of school food service.

Scholarship funds and loans are intended to give financial assistance to deserving students interested in pursuing a planned educational program in foods and nutrition or food service management. Applications are considered and awarded by the SNA Scholarship Committee in May and the recipients are notified shortly thereafter. All recipients are introduced at the SNA Annual National Conference in July.

## **Application Forms and Information**

If you have any questions regarding the application process for any of the scholarship programs, please contact SNF at [scholarships@schoolnutrition.org](mailto:scholarships@schoolnutrition.org) or by calling 800-877-8822.

For more information check the SNA website at [www.schoolnutrition.org/scholarships](http://www.schoolnutrition.org/scholarships).

# Mary Long Beasley Distinguished Service Award Nomination Form

SN Employee    
  SN Manager    
  SN Director/Supervisor

Check appropriate category above

Person Nominated: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

**Work Experience** – List years of employment in **School Nutrition** and positions held.

Employer	Position Held	Dates

**Professional Association Involvement** List offices held and special activities.

---

---

---

---

---

---

---

---

**Distinguished Service** Why does this person deserve to be honored for distinguished service? Up to three letters of support should be attached to this nomination.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Nominated by: \_\_\_\_\_ Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mail or email nominations to: Mary Long Beasley Distinguished Service Awards  
 Shirley Pelletier  
 195 Gus Town Road  
 Creswell, NC 27928  
 Phone: 252-331-9807, Email: shirleypelletier@pqschools.org

## School Nutrition Association of North Carolina Tim Greene Memorial Scholarship Award

The School Nutrition Association of North Carolina will award one \$1000 scholarship to attend SNA LAC in Washington DC. The scholarship guidelines are shown below.

### Qualifications

Applicant must:

1. Be a SNA-NC member and a School Nutrition Employee.
2. **Must be able to pay additional cost needed to attend the National SNA LAC.**
3. Preference given to person attending SNA-NC LAC and/or active in legislative activities locally.

### Instructions for Completing Application

1. Complete scholarship application.
2. Submit two (2) letters of recommendation. Letters of recommendation should be from your current supervisor and one additional letter.
3. Submit one copy of application and all related documents by **May 1** to:

Shirley Pelletier  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: shirleypelletier@pqschools.org

### Guidelines

1. Scholarships are granted for the upcoming SNA LAC.
2. Winners will be announced at the SNA-NC annual meeting in June each year.
3. Disbursements of Scholarship funds will be coordinated between recipient, SNA-NC Executive Director and SNA-NC Bookkeeper.
4. Winners will be required to write an article for the Arrow after LAC.

# Tim Greene Memorial Scholarship Award Nomination Form

SN Employee    
  SN Manager    
  SN Director/Supervisor

Check appropriate category above

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

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Work Experience** – List years of employment in **School Nutrition** and positions held.

Employer	Position Held	Dates

**Professional Association Involvement** List offices held and special activities.

---

---

---

---

---

---

---

---

---

---

**Interest** Why should I be selected to receive the Tim Greene Memorial Scholarship? Up to two letters of support should be attached to this nomination. One of the letters should come from your supervisor.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Mail or email nominations to: Tim Greene Memorial Scholarship  
 Shirley Pelletier  
 195 Gus Town Road  
 Creswell, NC 27928  
 Phone: 252-331-9807  
 Email: [shirleypelletier@pqschools.org](mailto:shirleypelletier@pqschools.org)

# Gene Causby Memorial Scholarship Award Nomination Form

\_\_\_ SN Director

\_\_\_ SN Supervisor

Check appropriate category above

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

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Nominee's Work Experience as a Director or Supervisor

Please list school system, title and dates.

---

---

---

---

## Nominee's Professional Association Involvement

List offices held and special activities at the local, state and/or national level.

---

---

---

---

---

---

---

---

---

---

**Interest** Why should you be selected to receive the Gene Causby Memorial Scholarship Award? You may attach a separate letter of nomination, if additional space is needed.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Mail or email nominations to: Gene Causby Memorial Scholarship Award  
Shirley Pelletier, SNA-NC Leadership Development/Awards Chair  
195 Gus Town Road, Creswell, NC 27928  
Phone: 252-331-9807 Email: shirleypelletier@pqschools.org

## Lynn Harvey First Timer Scholarship Application SNA-NC Annual Conference

### Criteria for Selection:

\*Applicant must be a SNA-NC member and a school nutrition employee.

### Specifics:

\*SNA-NC will pay for conference registration and \$500.00 stipend for a hotel room and incidentals.

\*Scholarships are granted for the upcoming SNA-NC Annual Conference.

\*Winners will be announced in early May, so that the winners can reserve their hotel room before the cut-off date.

### Process:

\*Applicant must complete and submit the following application, along with a letter of recommendation from your director, supervisor or manager, to the Leadership Development/Awards Chair (Shirley Pelletier) by **January 31**.

Name \_\_\_\_\_

Title \_\_\_\_\_ School System \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Years in SNA-NC \_\_\_\_\_ Years in School Nutrition \_\_\_\_\_

Are you SNA Certified (circle)? Yes No Are you SNA Credentialed (circle)? Yes No

1. Describe your involvement in SNA-NC at the local and state levels.

2. Describe your experience and contribution to school nutrition.

3. Why have you never attended the SNA-NC Annual Conference?

4. What do you hope to gain from attending the SNA-NC Annual Conference?

## **Martha Gomer SPIRIT Award**

The Spirit Award recognizes an outstanding Child Nutrition Supervisor who demonstrates strong commitment to the Child Nutrition Program (and the students who ultimately benefit from the Program) through infectious enthusiasm, a "can do" attitude and a spirit of service to the program and the School Nutrition Association.

### **Criteria**

The nominees for the SPIRIT Award exemplify their enthusiasm in the following manner:

S - Servant leaders who serve the program and the association with energy and enthusiasm

P - Passionate about the program and the students for whom the program exists

I - Inspires others to promote school nutrition

R - "Ready, willing and able" attitude

I - Innovative, looks for solutions instead of problems

T - Team player who values the contributions of others

### **Qualifications**

#### **Nominees:**

1. Must be a SNA-NC member for three years.
2. Must be a Child Nutrition Supervisor for a minimum of three months.

### **Instructions for Completing Application**

1. Complete nomination form.
2. Submit nomination form by **May 1** to:

Martha Gomer SPIRIT Award Nomination  
Shirley Pelletier  
Leadership Development/Awards Chair  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: shirleypelletier@pqschools.org



## Martha Gomer Spirit Award Nomination Form

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Nominee's Work Experience**

School System: \_\_\_\_\_  
Length of time as a supervisor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Nominee's Professional Association Involvement**

List offices held and special activities at the local, state and/or national level.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interest** Why should this nominee be selected to receive the Martha Gomer SPIRIT Award? You may attach a separate letter of nomination, if additional space is needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominated by: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mail or email nominations to: Martha Gomer SPIRIT Award Nomination  
Shirley Pelletier  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: shirleypelletier@pqschools.org

## **Employee of the Year Award** *Previously the Heart of the Program Award*

*Do you know a school nutrition employee who is hardworking, creative, dedicated to professional growth, and provides great customer service? **Nominate him or her for the Employee of the Year Award!***

The Employee of the Year Award recognizes non-managerial school nutrition employees for the contributions they have made throughout their school nutrition career.

### **Who can be nominated?**

The nominee must be:

- Currently a SNA member in the School Nutrition or Child Care Employee section
- Currently SNA-Certified

### **Are there any restrictions?**

Yes, the nominee *cannot* be:

- A current state or national SNA president
- A previous national winner of the Employee of the Year Award or Heart of the Program Award

Self- nominations are not accepted. Nominations must be typed, and answers must not exceed the listed word counts.

### **How do I submit a nomination?**

Complete and submit the nomination form online by March 1 of each year. Alternatively, you may also choose to complete and submit the nomination to the State Leadership/Awards Chair by March 1.

### **How will the entries be judged?**

The nominee will be judged on four categories:

- Customer Service Skills (worth 30% of total score)
- Creativity (worth 20% of total score)
- Commitment to Professional Development (worth 20% of total score)
- Dedication to the School Nutrition Profession (worth 30% of total score)

**State Judging:** Each year every state association may award one individual with the Employee of the Year award. State entries will be judged by a panel appointed by the State President and Awards/Nominations Chair to determine a state winner. State winners will automatically advance to the regional judging.

**Regional Judging:** State winning entries will be judged by a panel appointed by the Regional Director to determine a regional winner. Regional winners will automatically advance to the national judging.

**National Judging:** Regional winning entries will be judged by the SNA Committee Chairs, who serve on the National SNA Board of Directors, to determine a national winner.

**How will winners be recognized and rewarded?**

Employee of the Year Award winners will be recognized at the SNA Awards Ceremony at SNA's Annual National Conference each year. Award winners will receive the prizes below:

- State winners will receive a certificate and ribbon.
- Regional winners will receive a pin, certificate, and \$50.
- National winners will receive a plaque and an all-expense paid trip to ANC, up to \$1000. Expenses include ANC registration, airfare, ground transportation, and lodging.

Additional Employee of the Year Award information and nominations forms can be found on SNA's website at [www.schoolnutrition.org/awards](http://www.schoolnutrition.org/awards).

## **Manager of the Year Award** *In Honor of Louise Sublette*

*Do you know a school nutrition manager who creates an inviting cafeteria environment, provides leadership, training and mentoring to staff, and is involved in SNA, the school and community? **Nominate him or her for the Manager of the Year Award, in Honor of Louise Sublette!***

The Manager of the Year Award, in Honor of Louise Sublette, recognizes school nutrition managers for the contributions they have made throughout their school nutrition career.

### **Who can be nominated?**

The nominee must be:

- Currently a SNA member in the Foodservice/Nutrition Manager/Head Cook/Assistant Manager section
- Currently SNA-Certified
- Assigned to one school OR to a central kitchen that serves multiple schools

### **Are there any restrictions?**

Yes, the nominee *cannot* be:

- Employed as a supervisor on a system-wide basis
- A current state or national SNA president
- A previous national winner of the Manager of the Year Award, in Honor of Louise Sublette OR Previous national winner of the Louise Sublette Award of Excellence in School Nutrition

Self- nominations are not accepted. Nominations must be typed, and answers must not exceed the listed word counts.

### **How do I submit a nomination?**

**Complete and submit the nomination form online by March 1 of each year.**

Alternatively, you may also choose to complete and submit the nomination to the State Awards/Nominations Chair by March 1.

### **How will the entries be judged?**

The nominee will be judged on four categories. Please note the weights of each category:

- Cafeteria Environment (worth 30% of total score)
- Management and Staff Development (worth 30% of total score)
- SNA Involvement (worth 20% of total score)
- School and Community Outreach (worth 20% of total score)

**State Judging:** Each year every state association may award one individual with the Manager of the Year award. State entries will be judged by a panel appointed by the State President and Awards/Nominations Chair to determine a state winner. State winners will automatically advance to the regional judging.

**Regional Judging:** State winning entries will be judged by a panel appointed by the Regional Director to determine a regional winner. Regional winners will automatically advance to the national judging.

**National Judging:** Regional winning entries will be judged by the Regional Directors to determine a national winner.

### **How will winners be recognized and rewarded?**

Manager of the Year Award winners will be recognized at the SNA Awards Ceremony at SNA's Annual National Conference each year. Award winners will receive the prizes below:

- State winners will receive a certificate and ribbon.
- Regional winners will receive a pin, certificate, and \$50.
- National winners will receive a plaque and an all-expense paid trip to ANC, up to \$1000. Expenses include ANC registration, airfare, ground transportation, and lodging.

Additional Manager of the Year Award information and nominations forms can be found on SNA's website at [www.schoolnutrition.org/awards](http://www.schoolnutrition.org/awards).

### **Who was Louise Sublette?**

The Manager of the Year Award, in honor of Louise Sublette, is named after Louise Sublette, a leader in school nutrition during the mid-twentieth century. For over 40 years, Louise Sublette worked in many areas of foodservice and nutrition, including public schools, colleges, hospitals and elderly feeding programs. Her name is given to this prestigious award because throughout her life, Louise Sublette emphasized that the success of school nutrition depends upon those professionals who work in school nutrition programs. Louise Sublette was a Past President of SNA from Tennessee.



## **Director of the Year Award** *Recognizing School Nutrition Directors*

*Do you know a school nutrition director who has enhanced the school nutrition program, provided leadership, training and mentoring to staff, and is involved in SNA, the school and community? **Nominate him or her for the Director of the Year Award.***

The Director of the Year Award recognizes school nutrition directors for the contributions they have made throughout their school nutrition career.

### **Who is qualified to win this award?**

The nominee must be:

- Currently and for the past five years a SNA member in the District Director or Major City Director sections
- Currently SNA-Certified or SNA Credentialed

The nominee must also have:

- Served in at least one position on the state or national executive board OR as a member on a state or national committee

### **Are there any restrictions?**

Yes, the nominee *cannot* be:

- A current state or national SNA president
- A previous national winner of the Outstanding Director of the Year award

Self- nominations are not accepted. Nominations must be typed, and answers must not exceed the listed word counts.

### **How do I submit a nomination?**

**Complete and submit the nomination form online by March 1 of each year.**

Alternatively, you may also choose to complete and submit the nomination to the State Leadership Development/Awards Chair by March 1.

### **How will the entries be judged?**

The nominee will be judged on four categories. Please note the weights of each category:

- Program Enhancement (worth 30% of total score)
- Staff Development (worth 20% of total score)
- School Involvement (worth 15% of total score)
- SNA Involvement (worth 20% of total score)
- Community Involvement (worth 15% of total score)

**State Judging:** Each year every state association may award one individual with the Director of the Year award. State entries will be judged by a panel appointed by the State President and Leadership Development/Awards Chair to determine a state winner. State winners will automatically advance to the regional judging.

**Regional Judging:** State winning entries will be judged by two to three Regional Representatives of the Member Services Committee to determine a regional winner. Regional Representatives will not judge state winners from their region, and all state winners will remain anonymous during regional judging. Regional winners will automatically advance to the national judging.

**National Judging:** Regional winning entries will be judged by the Member Services Committee to determine a national winner. All regional winners will remain anonymous during national judging.

**How will winners be recognized and rewarded?**

Director of the Year Award winners will be recognized at the SNA Awards Ceremony at SNA's Annual National Conference each year. Award winners will receive the prizes below:

- State winners will receive a certificate and ribbon.
- Regional winners will receive a pin, certificate, and \$50.
- National winners will receive a plaque and an all-expense paid trip to ANC, up to \$1000. Expenses include ANC registration, airfare, ground transportation, and lodging.

Additional Director of the Year Award information and nominations forms can be found on SNA's website at [www.schoolnutrition.org/awards](http://www.schoolnutrition.org/awards).

The SNA-NC elects officers at the Annual Conference. The elected officers are President, President-elect, Vice President, Secretary-Treasurer, District Directors and Industry Representative. All officers hold office until the end of the SNA Annual National Conference.

#### **Eligibility for Office**

Candidates for state office shall have held membership in the Association for at least three years for Vice President and Secretary-Treasurer. Candidates for District Director must be a member in good standing. The SNA-NC Bylaws define the specific guidelines for office in Article II, Section B.

#### **Nominations for SNA-NC Offices**

The Leadership Development/Awards Committee and its responsibilities are described in Chapter Three. Members may send nomination forms to the Leadership Development/Awards Chair for consideration by the Committee. The form on page 86 is to be used for nominations.

#### **SNA-NC Committee Appointments**

SNA-NC needs qualified members from each district to serve on the committees described in Chapter three. If you or any member from your chapter is interested in serving on a committee, the form on page 87 should be completed and mailed to the current Nominating Chair. The name and address can be found in the current issue of the *ARROW* and on the SNA-NC website at [www.schoolnutrition-nc.org](http://www.schoolnutrition-nc.org)

The Award/Nominations Chair for 2018-2019 is:

Shirley Pelletier  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: [shirleypelletier@pqschools.org](mailto:shirleypelletier@pqschools.org)



**School Nutrition Association of North Carolina  
Candidate Data for Office Nomination**

**Candidacy Requested**

Office: \_\_\_\_\_

**Personal**

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

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

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Area Code Area Code Area Code

Current Position: \_\_\_\_\_

School Unit: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Professional Requirement Qualifications**

- \* SNA-NC beginning membership date: \_\_\_\_\_
- \* SNA Certified/Credentialed: Yes \_\_\_\_\_ No \_\_\_\_\_
- \* Chapter Name: \_\_\_\_\_ District: \_\_\_\_\_
- \* Vice President candidates must have served on the Board of Directors. If that is applicable, please indicate years and position: \_\_\_\_\_

If you are selected by the Board of Directors to be a candidate, you will need to write your biography for the *ARROW*. Please use additional paper as needed.

List any previous SNA-NC committees, other duties or offices or Board involvement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the most important contribution you have made toward the success of your local chapter (SNA-NC).

\_\_\_\_\_  
\_\_\_\_\_

Please return to: **The Leadership Development/Awards Chair:**

Shirley Pelletier  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: shirleypelletier@pqschools.org

**School Nutrition Association of North Carolina  
Committee Appointment Interest Form**

I am interested in serving on a state committee for SNA-NC.

**Personal**

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

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

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Area Code Area Code Area Code

Current Position: \_\_\_\_\_

School Unit: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Local Association Experience (Committees served on, offices held, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My first Committee preference is:** \_\_\_\_\_

**Other skills, interests, and experiences that will help match me to the best available activity for maximum effectiveness:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Award/Nominations Chair for 2018-2019 is:

Shirley Pelletier  
195 Gus Town Road  
Creswell, NC 27928  
Phone: 252-331-9807  
Email: shirleypelletier@pqschools.org

## Notes

---