

**MARYLAND SCHOOL NUTRITION ASSOCIATION  
DUTIES AND RESPONSIBILITIES OF  
SPECIFIC EXECUTIVE BOARD COMMITTEE**

**Awards and Scholarship Committee**

Purpose – To encourage members to participate in award programs offered by SNA and MSNA that recognize outstanding contributions to students that members are involved in in their schools and to encourage interest in the school nutrition field by encouraging professional advancement of members by providing assistance for coursework.

**AWARDS**

**Heart of the Program Award**

Purpose – To select the Maryland winner for the Heart of the Program Award.

*Award Background – This award was created to recognize outstanding school foodservice members who exhibit commitment to the school foodservice program. State, regional and national winners are recognized at SNA National Conference. Regional winners receive a blue heart-shaped pin, a framed certificate and a rosette. National winner receives a gold heart-shaped pin, a plaque, a rosette and a 1-year complimentary state and national SNA membership.*

*Deadlines:*

*March 1 – Submit Entry*

*March 15 – State Winners Announced*

*April 15 – Regional Winners Determined*

*May 15 – National Winners Determined*

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*Mail submissions to:*

*MSNA Award Submissions, 10013 Herding Row, Columbia, MD 20146*

**Responsibilities of Committee:**

1. Publicize the availability of the Heart of the Program Award.
2. Participate in selecting the recipient and present the Heart of the Program Award at the Annual State Convention.

**Activities:**

1. Prepare and distribute information to chapter presidents on the availability of the Heart of the Program Award with the required deadline information. Inform chapters that the application can be found on the MSNA website.

2. Establish and participate on a Committee to evaluate the applications and select a winner according to the published criteria.
3. Prepare presentation to be made at the annual convention and make the presentation.
4. Arrange with the President to see that the Maryland winner is entered into any National competition.
5. Send letters of congratulations to all entrants.

### **Louise Sublette Award**

Purpose – To select the Maryland winner for the Louise Sublette Award.

*Award Background – The Louise Sublette Award of Excellence is given to the person who has taken a special idea, developed it into a goal and used that goal to help the school's nutrition program grow. Only Foodservice Employee/Manager members who are MSNA and SNA members and SNA certified may apply.*

*Regional winners receive a plaque, \$100 and a complimentary registration for the current year's ANC.*

*National winner receive a plaque and an expenses-paid trip to the next year's ANC.*

#### *Deadlines:*

*December 1 – Submit Letter of Intent to Nominate*

*March 1 - Submit Entry*

*March 15 - State Winners Determined*

*April 15 - Regional Winners Determined*

*May 15 - National Winner Determined*

#### *Mail submissions to:*

*MSNA Award Submissions, 10013 Herding Row, Columbia, MD 20146*

#### Responsibilities of the Committee:

1. Publicize the availability of the Louise Sublette Award.
2. Select the recipient and present the Louise Sublette Award at the Annual State Convention.

Activities:

1. Prepare and distribute information to chapter presidents on the availability of the Louise Sublette Award with the required deadline information. Inform chapters that the application can be found on the website.
2. Collect completed applications for the award.
3. Select a Committee to evaluate the applications and select a winner according to the published criteria.
4. Purchase gift to be given to the Maryland award winner.
5. Prepare presentation to be made at the annual convention and make the presentation.
6. Arrange with the President to see that the Maryland winner is entered into any National competition.
7. Send letters of congratulations to all entrants.

**Outstanding Director of the Year Award**

Purpose – To select the Maryland winner for the Outstanding Director of the Year Award.

*Award Background - This award recognizes the outstanding contributions of school nutrition directors who manage effective programs that provide healthful, appetizing and nutritious meals to students.*

*Regional winners receive a plaque and a regional rosette.*

*National winner receives a plaque, a rosette for winner to wear at conference, and complimentary registration to the following year's ANC.*

*Deadlines:*

*March 1 - Submit Entry to MSNA President*

*March 15 - State Winners Determined*

*April 15 - Regional Winners Determined*

*May 15 - National Winner Determined*

*Mail submissions to:*

*MSNA Award Submissions, 10013 Herding Row, Columbia, MD 20146*

Responsibilities of the Committee:

1. Publicize the availability of the Outstanding Director of the Year Award.

2. Select the recipient and present the Outstanding Director of the Year Award at the Annual State Convention.

Activities:

1. Prepare and distribute information to chapter presidents on the availability of the Outstanding Director of the Year Award with the required deadline information. Inform chapters that the application can be found on the website.
2. Collect completed applications for the award.
3. Select a Committee to evaluate the applications and select a winner according to the published criteria.
4. Purchase gift to be given to the Maryland award winner.
5. Prepare presentation to be made at the annual convention and make the presentation.
6. Arrange with the President to see that the Maryland winner is entered into any National competition.
7. Send letters of congratulations to all entrants.

### **Rhonda Motley Gold Success Award**

Purpose – To select a winner for the Rhonda Motley Gold Success Award that is given each year at the MSNA convention.

*Award Background - The Rhonda Motley Gold Success Award is presented to an outstanding school foodservice member who is dedicated to serving the nutritional needs of school children and furthering the success of the school meals program.*

*This award is unique to Maryland. There is no regional or national competition for this award.*

*Deadlines:*

*June 1 – Submit Entry*

*August 31 – Submit documentation notebook*

*October – Winner announced at MSNA Annual Convention*

*Mail submissions to:*

*MSNA Award Submissions, 10013 Herding Row, Columbia, MD 20146*

Responsibilities:

1. Publicize the availability of the Rhonda Motley Gold Success Award.
2. Select the recipient and present the Rhonda Motley Gold Success Award at the Annual State Convention.

Activities:

1. Prepare and distribute information to chapters on the availability of the Rhonda Motley Gold Success Award. Inform chapters that the application can be found on the MSNA website.
2. Collect completed applications for the Rhonda Motley Gold Success Award.
3. Select a Committee to evaluate the applications to select a winner according to published criteria.
4. Purchase gifts to be given to chapter winners and the final MSNA winner at annual state convention.
5. Prepare a presentation to be made at the MSNA convention and make the presentation.

## **SCHOLARSHIP**

Responsibilities:

1. Update MSNA scholarship application as necessary.
2. Inform chapter Presidents of requirements for applying for MSNA scholarship.
3. Publicize scholarship through MSNA's newsletter.
4. Collect MSNA scholarship applications from applicants.
5. Notify scholarship recipients of their selection.
6. After recipient has completed the semester work, grades should be submitted to Scholarship Committee Chairperson.
7. Notify MSNA Treasurer of the following information:
  - Recipient's name and address
  - Amount of scholarship awarded

Activities:

1. Determine the MSNA scholarship recipients using the following criteria:
  - Number of years employed in school food service in Maryland
  - MSNA offices and Committee memberships held
  - Membership in other professional organizations
  - Aims and goals included on application
2. Score each criterion with a value of 0 through 5.
3. Keep membership informed about other appropriate scholarships and loans.
4. Announce the names of scholarship recipients in the MSNA newsletter.

## **MARYLAND SCHOOL NUTRITION ASSOCIATION SCHOLARSHIP PROGRAM - APPLICATION INFORMATION**

### **Purpose:**

The purpose of this program is to encourage interest in the field of School Food Service and to encourage professional advancement of its members for personal benefit and benefit to the profession.

### **Goals:**

1. To establish a Maryland School Nutrition Association scholarship program.
2. To inform the membership of the availability of funds and requirements for receiving a scholarship.
3. To encourage an interest and a contribution from local chapters, individual members or groups and purveyors to the food service industry.

### **Requirements:**

1. Must be a member in good standing of the Maryland School Food Service Association and the local chapter.
2. Must be currently employed in a school food service program in Maryland or an active member of the Retirees chapter.
3. Must be enrolled in an acceptable job-related course in an accredited school or program.
4. Must receive a "C" (2.00), a "Pass" in a Pass/Fail grading system, or a "Completed Program" certification statement.
5. Must submit a completed Maryland School Nutrition Association Scholarship Application Form by April 30 for winter/spring semester, or by December 30 for the fall semester. This form is included.

### **How Awarded:**

Awards are made by the Scholarship Committee of the Association based upon review of previous achievement by the MSNA members.

**MARYLAND SCHOOL NUTRITION ASSOCIATION**  
**SCHOLARSHIP APPLICATION**

Name of Applicant (Print) \_\_\_\_\_  
Last First Middle

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

Employed By \_\_\_\_\_  
(Name of School System/Sponsor)

Present Position \_\_\_\_\_ Years Employed \_\_\_\_\_

**Education and Professional Training**

Name & Location of Institution	Dates Attended From-To	Degree Diploma and Date Received	Semester Hours Credit Beyond Bachelor Degree
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High School \_\_\_\_\_

College \_\_\_\_\_  
\_\_\_\_\_

**Aims and Goals**

Why do you desire this scholarship?



**Cost Requested**

Tuition \$ \_\_\_\_\_  
Textbook \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Are you being reimbursed by any other organization for your course of study?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, indicate the amount of the reimbursement. \$ \_\_\_\_\_

I understand if I am awarded this scholarship I must receive a “C” (2.00), a “Pass” in a Pass/Fail grading system, or a “Completed Program” certification statement.

I hereby certify that all answers to these questions and all statements of this application are true, and do agree and understand that any misstatements of material facts contained in this application may cause forfeiture upon my part of all rights to any scholarship sought thereafter.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**RETURN COMPLETED APPLICATION TO THE SCHOLARSHIP COMMITTEE CHAIRPERSON.**

<b><i>TO BE COMPLETED BY SCHOLARSHIP COMMITTEE</i></b>	
Name of Applicant _____	
Scholarship Awarded _____ No _____ Yes, in the amount of _____	
_____ (Scholarship Chairperson)	_____ (Date)

## LETTER TO SCHOLARSHIP APPLICANTS

(Date)

**To:** MSNA Scholarship Applicant

**From:** Scholarship Committee

**Subject:** Reporting Grades

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Upon completion of the course of study for which you are applying for the MSNA scholarship, send a copy of your transcript of grades to:

Scholarship Chairperson  
Maryland School Nutrition Association  
(Address)