

MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Farm to Tray

Purpose of Subcommittee: To sponsor a recipe contest to promote the increased use of fresh fruits and vegetables in school meals.

Preliminary Duties:

1. Review judging criteria from previous year and make any needed changes.
2. Ensure information and appropriate entry forms are current on the MSNA website.
3. Prepare and submit informational article on the Contest for the Spring issue of the Serving Spoon.
4. Send notification of the Contest to Chapter Presidents, along with rules and forms three months before the Contest.
5. Meet with Convention Center Food Services Director to discuss use of kitchen equipment two months before the Contest.
6. Discuss Contest area set-up with Facilities chairperson. The area should include a table with plastic covering for each team, a table and two chairs for Contest assistants, 2 large trashcans, 50 chairs outside of the Contest area, 3 pitchers of water and cups. A covered table must be adjacent to the Contest perimeter for a tasting area. The tasting area table must include, small plates, napkins, forks and spoons.
7. Purchase ribbons and three certificate frames for the first, second and third place winners.
8. Select 3 judges, to include one student.
9. Prepare judging clipboards with score sheets and pencils.
10. Purchase decorations for the Contest area.
11. Purchase gift cards for the prizes and gifts for the judges and Contest assistants.
12. Contact volunteers to wear fruit and vegetable costumes during the Contest.
13. Number and file contest entry forms as they are received.
14. Contact Team Captains if indicated Convention Center kitchen facilities will be used.

Duties at the Convention:

1. Review Contest area to ensure that set-up is correct.
2. Review kitchen facilities with Teams requesting their use.
3. Escort Teams to their tables.
4. Time the Contest once it begins (one hour).

5. Put recipe samples on tasting table.
6. Introduce judges.
7. Tally judges score sheets to determine winners.
8. Give gifts to judges and assistants.
9. Announce winners and distribute prizes and certificates at the Closing Session.

Follow-up Duties:

1. Send list of winners, recipes and photos to the editor of the *Serving Spoon* for publication by November 1 deadline.
2. Send County Food Service Directors any photos of their employees participating in the Contest.