

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

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

## **Background**

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

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

## **Who is Eligible**

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

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

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

## **Nomination Criteria**

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

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

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

## Outstanding Director of the Year Award Continued

### Awards

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

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

### Judging

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

### Timetable

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

### Requirements for Submitting a Nomination

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



## School Nutrition Association Outstanding Director of the Year Award

### Nomination Form Form 1

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

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

Address \_\_\_\_\_

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

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

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

Number of years nominee has been a(n):

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

Please check all that apply:

- SNA Certified
- SNS Credential

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**Directions:** Briefly describe the nominee's accomplishments in the areas being judged that clearly demonstrate how their efforts have helped to enhance the school foodservice and nutrition program in their district. Written materials may not exceed the space provided on the nomination form. Be very specific and provide sufficient information on the nominee's results and/or benefits to the program. Please remember to sign the nomination form.

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

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

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

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

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

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

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



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

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



**Official Use Only**  
Assigned Number \_\_\_\_\_  
Date Sent to Committee \_\_\_\_\_

## School Nutrition Association Outstanding Director of the Year Award

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

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

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

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

Address \_\_\_\_\_

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

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

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

Certification or Credentialing Status:

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

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

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#### For State Competition Only

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

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

**State Winner**

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#### For Regional Competition Only

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

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

**Regional Winner**

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#### For National Competition Only

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

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

**National Winner**



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

### **Judging Checklist**

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

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

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

#### **Verification**

- SNA membership
- SNA certification or SNS credentialing

#### **Format**

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

# School Nutrition Association Outstanding Director of the Year Award

## Evaluation and Judging

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

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

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

### State President Responsibilities

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

### Member Services Committee Regional Representative's Responsibilities

- Publicize the award and encourage states to participate.
- Assure the receipt of entries from SNA headquarters by **March 31**.
- Appoint a minimum of three [3] judges to help with the evaluation of entries. The judges shall use the official score sheet.
- Keep the official score sheets on file for one year.
- Select only one regional winner. Send the regional winning entry to the SNA headquarters by **April 15**.



# Outstanding Director of the Year Evaluation and Judging Continued

## Member Services Committee Regional Representative's Responsibilities

(continued)

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

## SNA Headquarters Responsibilities

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

## Member Services Committee Responsibilities

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

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



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

**Judging Sheet**

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

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

**Comments:**

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

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