

# School Nutrition Association

## Heart of the Program Award

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

### Background

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

### The Award

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

### Who Is Eligible

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

### Recognition

All awards will be provided by SNA:

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

# School Nutrition Association Heart of the Program Award

## Entry Guidelines

### General Qualifications

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

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

### Timetable

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

### Requirements for Submitting a Nomination

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

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**Nomination Form  
Form A**

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

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

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

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

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

**Work Attendance Record**

Attached or signature of supervisor as proof of excellent attendance record

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

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

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**Nomination Form  
Form A**

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

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

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



**School Nutrition Association  
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State/Regional/National Entry Form  
Form B**

Name of Nominee: \_\_\_\_\_ Home Phone Number: \_\_  
 SNA Membership Number: \_\_\_\_\_ School: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Immediate Supervisor: \_  
 Certification Expiration Date: \_\_\_\_\_ School Phone Number: \_  
 Home Address: \_\_\_\_\_ District: \_\_\_\_\_  
 \_\_\_\_\_ District SF Director: \_\_\_\_  
 \_\_\_\_\_ District Phone Number: \_

**FOR STATE APPROVAL ONLY**

Date Submitted to State President: \_\_\_\_\_ Deadline: **March 1**

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

**FOR REGIONAL APPROVAL ONLY**

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

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

**FOR NATIONAL APPROVAL ONLY**

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

\_\_\_\_\_  
 Section Chair's Signature Date

## School Nutrition Association Heart of the Program Award

### Checklist: Person Submitting Nomination

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

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

# School Nutrition Association Heart of the Program Award

## Format Checklist

**For:** State Presidents  
SNA Regional Directors  
SNA Program Chairs and Foodservice Employee/Manager Representative

Use checklist to screen all entries prior to judging.

### VERIFICATION

- Verified: SNA Membership
- Verified: SNA Certification

### FORMAT

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

# School Nutrition Association Heart of the Program Award

## Evaluation and Judging

### General Instructions

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

### State Responsibilities

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

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

### Regional Director Responsibilities

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

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

## Heart of the Program Award Evaluation and Judging Continued

### Program Chair’s Responsibilities

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

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

### Headquarters Responsibilities

- Secure the designated prize for the regional winners prizes.



**School Nutrition Association  
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**Evaluation Sheet**

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

**Points**

**Awarded**

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

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

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

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

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

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

**Strengths:**

**Areas for Improvement:**

**Additional Comments:**

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

\_\_\_\_\_  
Date