

CALIFORNIA SCHOOL NUTRITION ASSOCIATION

CHAPTER OFFICER'S HANDBOOK



Forward

This Chapter Officers Handbook is intended to assist Chapter Officers and Committee Chairs in performing their official duties. This handbook aims to define their responsibilities and to clarify the procedures for conduction of Chapter business.

At the termination of your office please transfer this “Handbook” to your successor.

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MISSION STATEMENT

Educating and empowering members to provide healthy meals to foster an environment where children achieve overall wellness and lifelong success.

CORE VALUES

The California School Nutrition Association values...

- *Honesty and integrity*
- *Professionalism*
- *Education*
- *Science-based nutrition*
- *Knowledge-based decision making*

CSNA IS...

California School Nutrition Association, Inc. (CSNA) is the only professional organization in California for people engaged in school nutrition programs in public or private schools, colleges, and universities.

CSNA was organized in 1953 and has a membership in excess of 2000 members in over 27 affiliate chapters and 325 Industry members. CSNA is affiliated with the 58,000 members of the School Nutrition Association (SNA).

CSNA: PURPOSE IS...

- To improve the health and vigor of our nation's children through healthy food and Nutrition Education.
- To maintain and further high standards for school nutrition programs.
- To further the professional growth among the members.
- To provide for an exchange of ideas and sharing of experiences, and to promote cooperation and growth among the members.
- To promote legislation designed to foster adequate school nutrition programs.
- To acquaint the school community with the vital role of school nutrition programs in national health and well-being.

CSNA OFFERS...

- Representation of membership in the development of legislation on the state and national level for school nutrition programs.
- Cooperation with allied associations and the public in an effort to promote school nutrition programs.
- Two outstanding professional publications: *CSNA Poppy Seeds* and the *SNA School Food Service & Nutrition*
- Continuing education programs called Credentialing and Certification which stimulate professional and personal growth
- The opportunity of attending all national conventions, state conferences, seminars, and educational programs designed to increase the efficiency and quality standards of nutrition programs

CSNA: CHAPTER STRUCTURE IS...

Local Chapters:

Any group of five or more CSNA members engaged in school nutrition program work may organize and become a Chapter of CSNA.

Purposes of the Chapters are:

- To acquaint school nutrition personnel with their professional organization.
- To develop leadership
- To develop a strong network of members with similar interests
- To promote legislation relating to school nutrition programs
- To further professional growth of its members
- To promote interest in the National and State Associations
- To promote the exchange of ideas and information
- To aid in disseminating information on state or college conducted workshops to interested people and employees
- To promote good public relations within the school district with principals, teachers, classified personnel, students and parents

State Association – CSNA

Composed of the Chapters and any persons living in an area where no Chapter is available. A headquarters office is maintained to support the association.

School Nutrition Association – SNA

Was organized in 1946 and is composed of members of all state affiliate associations.

Membership Requirements

1. **School Food Service and Nutrition Members.** School Food Service and Nutrition member categories shall consist of employees, managers, supervisors, directors, and educators employed in eligible fields. A member in this class who ceases to be employed may continue as a member in this class provided employment has not been accepted in a non eligible field.
2. **Associate Members.** Associate Member categories shall consist of retired members, students enrolled in post-secondary school food service programs, industry individuals, corporations and others committed to furthering the goals of the Association.
 - a. **Retired Members.** Retired members shall consist of a School Food Service and Nutrition member who retires from an eligible field, provided employment has not been accepted in a non-eligible field. Periodic employment less than six months within each school year will not alter retired status.

- b. **Student Members.** Student members shall consist of persons enrolled in post-secondary institutions with curriculum emphasis on food service management, dietetics, nutrition, or other related areas of study. Student members shall not be currently employed in school food service.
 - c. **Industry Members.** Industry members shall consist of individuals or organizations in industry, including food service management companies, who are committed to furthering the goals of the Association and do not qualify for other types of membership. An Industry member does not have the right to vote, serve as a delegate, or hold elected office for any other position other than the Industry Representative.
 - d. **Consultant Members.** Consultant members shall consist of individual members who provide consulting services and/or work as independent contractors or independent consultants in the area of School Nutrition. A Consultant member does not have the right to vote, except for Industry Representative, or hold elected office for any position other than Industry Representative.
3. **Affiliate Members.** Affiliate member categories shall consist of non-voting supporter members.
- a. **Retired members** who choose this category.
 - b. Persons engaged in non-school community nutrition programs.
4. **Life Members.** Life membership shall be conferred on the President upon completion of office. In addition to life-time membership in **CSNA**, a plaque, and a President's pin shall be given to the outgoing President. In order to vote, serve as a delegate, or hold office, other qualifying membership requirements must be met.
5. **Honorary Members.** Honorary members shall consist of persons recognized by the Executive Committee for outstanding service to the Association and must have received the Honorary Merit Award. One award may be issued annually, which consists of a suitably framed parchment certificate or plaque and a life-time membership to **CSNA**. Selection of honorary members shall not be limited to current **CSNA** membership. Honorary members shall not have the right to vote, serve as delegates or hold office unless other qualifying membership requirements are met.

ELIGIBLE FIELD.

Eligible field shall be defined as:

- 1. Person employed at the preschool, school, school district, college, state or federal levels in a food and nutrition program which serves meals.
- 2. Persons engaged in teaching or administration at the aforementioned levels
- 3. Persons engaged in teaching present or potential school food service personnel.
- 4. Persons employed by the Association.

RIGHTS AND PRIVILEGES OF MEMBERS. All School Food Service and Nutrition members and Associate Retired members whose dues are currently paid, shall be entitled to vote for the election of officers and to vote by mail upon any matter submitted to the voting membership.

- 1. **Retired members.** Retired members shall have the rights and privileges of School Food Service and Nutrition members except they shall not be eligible for nomination to elective office.

2. **Life Members.** Life members shall have all rights and privileges of School Food Service and Nutrition members. A Life member who becomes employed in a non eligible field shall forfeit the right to life membership and shall become an Honorary member. Past Presidents shall still have the right to participate in the House of Delegates.

3. **Associate Members.** Associate members with the exception of Retired members and the Industry Representative shall be non-voting members. Industry members shall be entitled to vote for the election of the Industry Representative to the Board of Directors.

4. **Affiliate Members.** Affiliate members shall be non-voting members.

5. All members of **CSNA** shall be eligible to attend the House of Delegates.

6. The official publication, **POPPY SEEDS**, shall be distributed to all members

GOVERNANCE

Board of Directors

The governance of the Chapter shall be managed and conducted by the Executive Board and its adopted bylaws.

Members of the Board of Directors should be the Elected Officers which may include President, President-Elect, Secretary, Treasurer and Standing Committee Chairs unless otherwise specified in the chapter's bylaws.

Responsibilities:

Review and approve the plans and program of work for all committees. Work with other Chapters to help develop joint programs or workshops. Recommend the investments of monies of the Chapter. Make and amend bylaws for the management of the Chapter's business and affairs. Recommend names of representatives to the House of Delegates. Advise the President if emergency action is needed between Chapter meetings and report any decisions to the Chapter. Develop policies and programs of work in conjunction with those recommended by the CSNA Board of Directors. Elect or appoint a member to fill any and all vacancies for the unexpired term of an elected office that becomes vacant. Meet at the call of the President. Meet before the regular Chapter meeting and plan agenda. Conduct or attend officer leadership training.

CHAPTER PRESIDENT

Term of Office:

See Chapter Bylaws

Duties:

- Shall be the Chief Executive Officer of the Chapter, the Chair of the Board of Directors, an advisor member of all committees: except the Nominating Committee
- Shall preside at all meetings of the Chapter and Board.

- Shall use Parliamentary Procedure in conducting meetings.
- Shall prepare a written agenda which is the outline of items to be covered at a meeting.
- Shall appoint Tellers to count ballots.
- Shall appoint Committee Chairs as provided in the Chapter Bylaws for approval by the Board.
- Shall appoint special Committees when the need arises.
- Shall co-sign all checks.
- Shall send Area Coordinator and the CSNA website a copy of all meeting announcements.
- Shall submit information to Area Coordinators monthly or after each meeting or activity.
- Shall be official representative between the local chapter and CSNA.
- Shall represent the Chapter at the House of Delegates meeting, and attend all CSNA Board of Directors meetings.
- Shall be responsible for keeping the bylaws current.
- Shall work with the President-Elect in preparing a yearly outline of the dates, programs and places where meetings are to be held. Program shall be submitted at the first meeting of the Board.
- Shall work with the Board to develop a budget to present at the first chapter meeting of the school year.
- Shall conduct the election of new officers in the Spring and submit list of officers to CSNA Headquarters by the summer *Poppy Seeds* deadline.
- Shall at the completion of the term of office be responsible for the transferring of each officer's files to the new officers.
- Shall distribute information on promotional materials available.
- Shall check monthly roster for "soon-to-expire" memberships and contact those members to promote renewal.

Suggested Agenda

Call meeting to order (one tap of the gavel)

Pledge of Allegiance

Secretary shall read or distribute the minutes of previous meeting and Board meeting.

Reports of Officers:

- President, President-Elect, Treasurer (Financial Report), Secretary (Correspondence and report of the Board)

Reports of Standing Committees:

- Usually contains information for the general membership (report is accepted). If report recommends future action, motion shall be made by the reporting chairperson to adopt the recommendations of the committee. The membership then votes upon the motion.

Special Committee Reports

Old Business

New Business

Motions

Announcements

Program

Adjournment

YEARLY CALENDAR – Suggested Monthly Guide for the President

June to August

Review the CSNA Calendar which is discussed at CSNA's Leadership Workshop. **Regional Chapter Presidents should work together to plan their calendar, so Industry members who are members of multiple chapters can support everyone.** Local and Regional chapters will submit to the Area Coordinator or Vice President by July 31st the following documents for the upcoming year: annual budget, chapter bylaws, list of officers, agenda and minutes from at least two chapter meetings.

Chapter meetings should not overlap CSNA meetings. Attend Officer Training Workshop conducted by your Area Coordinator. Meet with the Program Chair and committee to form a rough draft of the program of work for the year. Review programs for certification approval. Meet with Treasurer, Secretary, and President-Elect to plan a tentative budget for the current year. Meet with the Board to plan a Chapter calendar containing dates, time, places and programs for the current year. Send any chapter activities, if available, to *Poppy Seeds* by August 15.

September

Present and distribute the recommended yearly budget, calendar, and program of work to the membership at the first chapter meeting. Mail copies to Area Coordinator.

October

Attend or send a representative to CSNA Fall Board of Director meeting. Give a report at the next regular Chapter meeting. Participate in the Fall Membership Drive.

November

Send any chapter activities, if available, to *Poppy Seeds* by November 15. Recruit new members.

December

Encourage membership to vote for National and State Officers. Remind members that all membership applications must be mailed to CSNA Headquarters Office by December 15 to count for House of Delegates representation and 100% Membership Applications. Recruit new members.

January

Recruit new members and begin soliciting for new officers.

February

Send any chapter activities, if available, to *Poppy Seeds* by *February 15*. Attend or send a representative to CSNA Winter Board of Director meeting. Give a report at the next regular Chapter meeting. Complete work on Golden Poppy Award application and mail to the CSNA Membership Director by the due date. Recruit new members.

March or April

Present the Nominating Committee's report and conduct the elections. Send new officer list to CSNA Headquarters Office by the Summer Poppy Seeds deadline. Attend CSNA Conference and represent the Chapter at the House of Delegates meeting or arrange for an alternate if unable to attend.

April

Prepare for May installation meeting. Recruit new members.

May

Send any chapter activities, if available, to *Poppy Seeds* by *May 15*. Bring President's pin to installation meeting and present pin and gavel to the incoming President. Attend CSNA Spring Officers Workshop.

June

Attend Area Training Workshop. Have the Chapter's bank account changed over to the new officers. Plan a meeting for the old and new Board members to exchange all materials.

CHAPTER PRESIDENT-ELECT

Term of Office

See Chapter Bylaws.

Duties:

- Shall be a member of the Executive Board, Budget Committee, and Chair of the Program.
- Assist President in planning chapter programs.
- Shall become acquainted with the duties of the President, other offices, Board and Committees.
- Shall work with the President in preparing a yearly outline of the dates, programs and places where meetings are to be held. Calendar of programs shall be presented at the first meeting of the Board for acceptance.
- Shall distribute the yearly calendar of events with a list of officers to the members not later than the second meeting of the year.
- Shall be responsible for having the Past President's pin at the installation meeting.

Program Ideas for Chapter Meetings

Programs should meet certification criteria and be well organized, stimulating and interesting. Careful planning is necessary to maintain the interest of the group. Programs may stimulate attendance at meetings.

Suggestions for Programs

Disaster preparedness – Fire safety – New food products – Recipes or preparation of foods for school meals – Safety – Sanitation – Use and care of equipment – Work simplification

Resources to Present Programs

Speakers from school food service programs, colleges, administrators, parents, vendors, sanitarians – Panel discussions – Skits or demonstrations – Tours – Films – Posters – Publications such as CSNA *Poppy Seeds*, SNA *School Foodservice and Nutrition*, other professional magazines – Keys to Excellence Manual – Healthy Kids Resource Center

Special Activities for Meetings

Administrator's Night – Holidays – Tasting party – Installation – Potluck – Hospitality for new members – Fun night – Recipe exchange

Money-making Ideas

Special Dinners – Food sales – Bazaar or carnival – Bus trips – 50/50 raffle – Catering – Rummage Sale – Operating Bingo Concession – White Elephant or Silent Auctions

CHAPTER SECRETARY

Term of Office:

See Chapter Bylaws.

Duties:

- Shall be responsible for keeping a correct record of all meetings of the Board and Chapter in books belonging to the Chapter.
- Shall be in charge of all incoming and outgoing correspondence, keeping copies on file.
- Shall notify members of meetings. Include information on membership renewal and amount of CEUs approved on meeting notices.
- Shall serve as a member of the Board.
- Shall have the Chapter bylaws available at all meetings.
- Shall read or distribute minutes at the next regular meeting and request approval.

Recording Minutes

- Head minutes with name of organization and date.
- Keep minutes brief and record action only. Record what is done, not what is said i.e. "After considerable discussion, it was decided, etc."
- Motion should be written with exact wordings, names of person who made and seconded the motion and action taken.
- Record each motion in a separate paragraph.

Final Form of Minutes

- Shall be typewritten and maintained in a permanent file.
- Minutes, when approved, should be signed and dated by the Secretary.
- “The minutes are approved as read.” If minutes are corrected, “The minutes stand approved as corrected.”
- Minutes should be maintained forever.

SAMPLE MINUTES STRUCTURE

California School Nutrition Association

Chapter Name and Number

_____ (type of meeting – general, board)

Minutes of _____ (date)

Place _____

Presiding Officer _____ (name & position)

Meeting was called to order by _____ (name & position)

Correspondence (list who it was from and a short summary of each piece of correspondence)

Treasurer’s Report

Beginning Balance \$ _____

Receipts \$ _____

Disbursements \$ _____

Ending Balance \$ _____

Committee Reports (list name, position & short summary)

Unfinished Business (list name, position & short summary)

New Business (list name, position & short summary. Motions are listed here.) A motion was made by _____ (name) that _____ (use the exact wording of the motion) was _____ (adopted, defeated, tabled.)

Program _____ (name of speaker) presented _____ (title or subject & short summary)

Announcements

Adjourned at _____ (time)

Secretary _____ (signature)

President (signature after they have been approved by the chapter.)

CHAPTER TREASURER

Term of Office:

See Chapter Bylaws.

Duties: (SUBJECT TO CHAPTER BYLAWS)

- Shall receive and have custody of all funds and keep full and accurate accounts of all receipts and disbursements of all Chapter monies.
- Shall prepare and present a Treasurer's Report at each chapter meeting with the ending balance to be reported in the Secretary's minutes and the full report filed for audit.
- Shall meet with the President and other Executive Committee members to prepare a budget. Budget is to be presented to the membership at the first Chapter meeting with a motion for approval.
- Shall deposit all monies collected immediately in the Chapter's designated account.
- Shall maintain accurate records of income by source.
- Shall pay all bills immediately with a check only when an invoice or receipt is presented. Motion is required to pay expenses that are not already approved in the budget.
- Shall receive chapter dues reimbursements from CSNA. Shall forward dues onto CSNA if dues are received directly from the members.
- If there is no Membership Chair, shall perform all the duties assigned to that office.
- Shall arrange for an annual audit to be completed by September 1st each year.
- Motion is required to accept the audit report.
- Shall provide new bank signature cards for the new Treasurer and President as co-signers.
- Shall be responsible for the purchase of Past-President's pin.

Receipts (THERE SHOULD BE A PERMANENT RECORD OF CHAPTER FINANCIAL TRANSACTIONS.)

A bound book of duplicate, consecutively numbered receipts shall be used to record ALL monies received. The original receipt is given to the payer and the duplicate receipt constituting a permanent record for the Chapter, is to be left in the receipt book. ALL checks shall be endorsed “for deposit only” immediately upon their receipt. Receipts shall be issued for any monies received indicating its purpose. No check shall be written unless a receipt is submitted.

Deposits

Monies shall be promptly deposited into the chosen bank. Monies are to be deposited in the form received, i.e. checks, currency or coin. Make duplicate deposit slips – one for the bank and one for the Chapter records. The total of the deposit must equal the total of the receipts.

Bank Statement

Bank statements shall be balanced as soon as received from the bank. Note the outstanding checks. Maintain a permanent numerical file of canceled checks. File bank statements by the month.

Bills

An itemized report of outstanding bills shall be presented at each Board meeting. Payment of bills shall be made by check only, never cash. Checks shall have the name of the Chapter imprinted, shall have the signatures of two officers, i.e. President and Treasurer (Secretary should be listed as an alternate). Checks sent to the CSNA Headquarters Office shall be made payable to CSNA. The date of payment and check number shall be recorded on each paid bill. Do not pay any bills without a receipt or some type of written explanation of what the payment is for. **You will receive phishing emails that look like they come from the President, asking for you to send a wire transfer, buy gift cards, etc., or emails that just say “are you available?” after which they will ask you to buy something. Don’t respond to these emails. NEVER pay a bill or buy a card to send to the President unless it is approved in the budget and you pick up the phone and speak to the President directly.**

SUGGESTED TREASURER’S REPORT FORMAT

Income	Actual	Budget
Dues	\$80.00	110.00
Rummage Sale	150.00	100.00
Fundraiser 1	25.00	25.00
Fundraiser 2	0.00	0.00
50/50	100.00	200.00
Meals	5.00	10.00
Total	620.00	35.00
		\$220.00

Expenses		
Board Meeting		15.00
25.00		
Supplies	5.00	125.00
Rummage Sale Costs		25.00
25.00		
Fundraiser 1 Costs		10.00
15.00		
Fundraiser 2 Costs		0.00
100.00		
Installation		50.00
50.00		
President (meetings & conference)		15.00
75.00		
President-Elect		5.00
30.00		
Treasurer		0.00
5.00		
Secretary		0.00
5.00		
Hospitality		0.00
5.00		
Program Speakers		10.00
		25.00
Miscellaneous		5.00
		10.00
Total		\$140.00
		\$495.00
Total Profit/Loss Year to date		\$80.00
		\$175.00
Beginning Balance June 30, 20__		61.73
Net Ending Balance		
Checking		41.73
Savings		100.00
Total		141.73

Treasurer's Reports should be maintained for 7 years.

Immediate Past CHAPTER President (Optional)

Duties

- Shall serve as an advisor to the Board.
- May act as the Parliamentarian or the Historian for the Chapter.

Duties of Standing Committees

Guidelines for Effective Committees:

- A Committee achieves results and assists the Chapter in achieving its goals and has a common purpose and a determination.
- Special committees may be appointed to meet specific needs. Members of all committees must be approved by the Board.
- For example, a good committee will produce results if:
 1. It has a clear statement of purposes in writing.
 2. The chairman guides the committee process.
 3. It has selected members who are interested and qualified.
 4. It carefully plans the work to be done.
 5. It establishes priorities and work through the assignment one step at a time.
 6. Members express opinions, ask questions, respect the opinions of other members, evaluate progress, and “think through” the anticipated results.
 7. It works as a team rather than individual performers.
 8. It sets a timeline.

Certification/ Professional Chair

- Shall be knowledgeable of the certification process and be the chapter’s resource person.
- Shall remind members that certification fees increase dramatically if SNA membership expires.
- Shall promote certification and credentialing.
- Shall recognize members who are certified/credentialed.

Hospitality Chair

May be responsible for greeting attendees at chapter meetings, name tags, sign in sheets, introduction of guests and refreshments as needed.

Legislation Chair

- Shall keep the members informed of all legislation at state and federal level.
- Shall assist in identifying each member’s legislators.

Membership Chair

- May maintain a record of members' renewal date by month and send a reminder notices to them 2 months in advance of renewal date and call when any membership expires.
- Shall be responsible for relaying information on membership from the CSNA Office to the members.
- Shall actively promote membership and membership retention at each meeting.

Nominating Committee

- Shall request suggestions for candidates from Board and open nominations from membership of the Chapter from the floor.
- Verify membership status of all nominees.
- Announce nominations of slate of officers to membership one meeting prior to membership vote.

Parliamentarian

Shall act as the authority for conduct of meetings according to Robert's Rules of Order.

Publicity Chair

- Shall be responsible for publicity to local newspapers and *PoppySeeds* and other publications.
- May use the CSNA Website to find local media contacts.

Special Projects Chair (Ways and Means)

- Shall be responsible for presenting ideas and cooperate in carrying out any special projects chosen by the members and approved by the Board.
- Shall keep the membership informed on their activities.

Nutrition Advisory Council Chair

- Shall promote the Nutrition Advisory Council concept to the membership.
- Shall promote activities that encourage interaction between students and school food service staff.
- Shall be a resource person to members interested in starting Nutrition Advisory Councils.

AREA COORDINATORS

Duties

It is the responsibility of the Area Coordinator to give guidance to the chapters and maintain communication between CSNA and the chapters.

Act as a chapter resource for information and material.

Help develop and actively promote the Plan of Action – Golden Poppy.

Organize new chapters within the region.

Recruit new members within the region.

Visit each chapter at least once a year to stimulate interest in CSNA, promote awards and grants, and promote legislative activities.

Organize a Area Officers Training Workshop and encourage joint meetings.

Communicate with chapters monthly by newsletter, phone or e-mail.

Install new officers for chapters upon request.

Submit names of possible candidates for CSNA office to the Nominating Chair.

Maintain copies of each chapter bylaws, programs and meeting dates.

Assist chapters in reviewing and/or revising chapter bylaws and preparing the Golden Poppy entries.

Encourage chapters to submit program schedules for the CSNA Web page.

Check the CSNA Web page at least monthly.

Contact each chapter president before each Board of Directors Meeting to check attendance, get any update on the chapter activities, answer questions and give any needed direction. Contact any chapter president unable to attend to see if they received the Board Packet and have any questions.

Submit typed Board Reports for House of Delegates, Fall, and Winter Board meetings.

Attend Area Directors' meetings at Spring Officers Workshop and prior to each Board Meeting.

Attend CSNA Conference (staff Membership Booth and participate in the program at the Area Breakfast/Lunch), House of Delegates, Fall and Winter Board meetings and Spring Officers' Workshop.

Basic Protocol

Special Invitations

- Guest/Speaker should be offered a choice of dates.
- Written invitations are best and should include city, place, hour, and date of meeting.
- Telephone invitations should be confirmed by letter thus obtaining a written confirmation and acceptance.
- Do not hesitate to tell your guest/speaker how long they are to speak.

Complimentary Tickets

- Always pay for the dinner of anyone you ask to do something for your organization or to whom you issue a special invitation.

Guest Welfare

- Arrange to meet your guests. (Hospitality Chair)
- See that your guest is escorted to meetings and is taken care of by yourself or someone assigned the job.

Guest Seating

- Presiding officer always sits at the center table or right off center or next to podium.
- Guest/Speaker seated at right of the Presiding officer and takes precedence over other dignitaries.

Correct Introductions

- Before your introductions, confirm your guests are in the audience.
- When guests/speakers are introduced ask them to rise.
- You introduce the highest ranking guest first.
- Pronounce all names correctly – check to be sure.
- In introducing, briefly give the speaker’s background and why they will make the particular talk and last of all give the speaker’s complete name, facing the audience so they hear it clearly.
- When a National President or Congressman is introduced, the membership rises and applauds.
- When speaker concludes, the president thanks the speaker.

Thank you Notes

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

Installation

- President presents the gavel with the handle towards the incoming President.

Inspirations & Invocations

- Should be short and generalized.
- Inspirational – Assembly remains seated. It is an expression along spiritual or ethical lines. Does not conclude with “Amen.”
- Invocation – President requests assembly to rise or bow their heads, waits for silence, gives invocation and concludes with “Amen.”
- Memorial within a meeting – Must be short. Mention deceased members by name and end by a moment of silence.

Gift Presentation

- Presentation – Short talk, mention occasion and name of person last, then present gift.
- Acceptance – Merely say, “Thank you” if several are receiving gifts. If special gift is presented, accept the gift with a few words expressing appreciation. Open package and show the gift.

Presidential Protocol

- After installation, a President makes a short acceptance speech and thanks everyone from coming, and adjourns the meeting.
- President should offer an important assignment to the runner-up in election.

- Should not always appoint the same members to important committees. All members should have an opportunity to serve.

APPENDIX

Sample Board Orientation

To ensure the smooth transition of leadership on the Executive Board, one of the most effective transition tools will be the Board Orientation. Outgoing Board members hold a wealth of knowledge that should be passed along to the incoming Board. In addition, the orientation process will provide to the current Board a clear definition on expectations of their leadership role and a reminder of their fiduciary responsibility to the association. Below are some points that should be covered when conducting the orientation:

- Welcome – Setting the Stage
- Executive Board – How it Works and How it is Organized
- Who We Represent
- How the Executive Board Communicates
- Expectations of Executive Board Directors
- Discussion of Goals and Mission for the Coming Year
- Roles and Division of Responsibilities of Offices
- Committee Structures
- Meetings Schedule
- Overview of Major Programs and Activities
- Financial Overview – budgets, financial reports, etc.
- Policies and Procedures
- Your Resources as a Director
- SNA Services
- SNA Question and Answer Period

SNA Headquarters staff can provide state affiliates with additional resources and materials to conduct a comprehensive overview.

Positive Leadership

“Leaders are pioneers. They are people who venture into unexplored territory. They guide us to new and often unfamiliar destinations. People who take the lead are the foot soldiers in the campaigns for change...The unique reason for having leaders – their differentiating function – is to move us forward. Leaders get us going someplace.” James M. Kouzes and Barry S. Posner

Ultimately, the role of a leader in the state association is to improve the lives and address the issues that are current to the association's members, constantly working to propel the association to the next level. Leaders should work hard to help the association achieve its goals. In this effort, the state leadership should be a source of stability, continuity and momentum. In addition, leaders should be flexible. Positive leaders care about results, they empower people, they celebrate successes, build consensus and embody a host of other positive leadership characteristics, when dealing with the "human" side of leadership. In the business side of leadership, the leader must solve problems and set policies, standards and goals.

Leading is different from managing. As a leader, your primary focus is forward thinking, strategic planning, motivation, PEOPLE. Managers are primarily focused on the day-to-day operations – the hard facts – the bottom-line. Work towards building a blend between both sides. If you can create a happy medium between the two, you will have laid the groundwork to positive leadership. Establish your legacy for the next group of leaders to follow.

Conducting A Board Meeting

Effective management of your association requires organized and efficient Board meetings. Many associations conduct quarterly Board meetings to review the financial status, discuss the progress of activities and plan any major meetings and conferences that may be pending. In short, Boards meet to do business, so it is important that meetings are run well. It is helpful to hold meetings the same time every year. For instance, SNA's Board meets three times each year: in October, prior to National Committee Days; in April, prior to the National Leadership Conference; and in July, prior to the Annual National Conference.

One of the most important aspects of the meeting is that it is convenient for all members to attend. Find a time when most members of the Board can attend. For those members that cannot attend, provide them with a meeting summary within a specified amount of time from the conclusion of the meeting.

Depending on the group, some leaders may choose to follow a less structured format for meetings. It is very important however, no matter how informal the meeting structure, that the meeting is conducted by following

Robert's Rules of Order, Newly Revised. Remember to maintain a time schedule. Board members make a commitment of time to attend the meetings, and it is important to adhere to those guidelines. This includes beginning and concluding your meeting on time. On the next page is a sample meeting agenda that may be used to conduct the meeting. Make adjustments as necessary to accommodate the needs of the group.

S A M P L E

Board Meeting

Enter Date

ENTER PLACE

Agenda

Presiding, (Enter President's Name)

I. WELCOME

- A. Call to Order
- B. Thought for the Day
- C. Roll Call and Establishment of Quorum
- D. Approval of the Minutes**
- E. Adoption of Agenda
- F. Introduction of Timekeeper
- G. Introduction of Parliamentarian

II. BUSINESS REPORTS

- A. Executive Committee Report
- B. Secretary/Treasurer's Report
- C. Membership Report

III. ACTION ITEMS

IV. DISCUSSION ITEMS

- A. How the Executive Board Does Business
- B. Bylaws

V. MEGA ISSUE DISCUSSION

VI. INFORMATION ITEMS/OTHER REPORTS

- A. President’s Report
- B. President-Elect’s Report
- C. Vice President’s Report
- D. Standing Committee/Advisory Board Reports
 - 1. Education
 - 2. Member Services
 - 3. Nutrition
 - 4. Public Policy & Legislation
 - 5. Research
 - 6. Resolutions & Bylaws

VII. SPECIAL REPORTS

VIII. OTHER BUSINESS

IX. ADJOURNMENT

FOR THE GOOD OF THE ORDER

The following are samples of a Statement of Revenues and Expenses and a Balance Sheet.

STATEMENT OF REVENUES AND EXPENSES REVENUE

- Dues
- Member
- Industry
- _____
- _____

Total Revenue:

EXPENSES

- Board Meeting

- Office
 - Supplies
 - Telephone
 - Postage
- Program Speakers
- Program meals
- Total Expenses

BALANCE SHEET

ASSETS

CASH:

Checking Account

Savings Account

Money Market Account

Certificate of Deposits

ACCOUNTS RECEIVABLE

TOTAL ASSETS

LIABILITIES

ACCOUNTS PAYABLE

TOTAL LIABILITIES

FUND BALANCE/EQUITY

END OF YEAR BALANCE

CURRENT YEAR NET INCOME

TOTAL FUND BALANCE/EQUITY

Membership Recruitment and Retention

Member Retention

Member retention ranks among the most important responsibilities of an organization and begins as soon as a member joins. Dues income from renewing members represents a significant source of income for most associations. A high retention rate thus helps to ensure a steady flow of revenue, enabling associations better to plan, and to manage their resources.

Not all members readily renew; some require persuasion. There is no right or wrong way to encourage members to renew. Some associations send letters and others make phone calls. In addition to the first renewal notice, SNA sends a second notice with a letter from SNA's president reminding the lapsed member that they have not yet renewed their membership and the benefits they will miss out on if they do not renew. Also included in this mailing is a short survey to find out why they have not renewed. The good news is that from the surveys returned, we know that most did not renew their membership because they are no longer working in the industry or have retired instead of dissatisfaction with the association.

Many state affiliates also send out reminders to these lapsed members as well. Every month, SNA sends the membership processors and chairs in each state a delinquent member list (members who failed to pay dues in the month that they were due) and an expired member list (members whose dues are three months past due). Some ideas for contacting these people include:

- Send a friendly letter to delinquent members reminding them that their dues are past due. Reinforce benefits they will miss out on.
- Send a letter to members whose membership has expired inviting them to rejoin. Some associations offer discounts to these members sometimes, however, that is risky because it could upset longstanding members who pay the full price.
- Place phone calls to certain targeted groups of members. Because directors or managers who have not renewed their membership. Target certain people to call who have not renewed.

Whether you send one letter or place phone calls depends on your members. Some associations focus on a loss of benefits from not renewing; others remind members what they will gain by renewing. Some people respond to scare tactics, but may need only a simple reminder to pay their dues. Whatever the particular tack, strong, positive, honest communication directed to the member's interests, concerns, and needs can convince a member to renew.

There is a difference between lost members and late members. Often, an association will remove a member for nonpayment of dues without finding out the reason for non-renewal. Because it is easier to keep a member than to recruit a new one, considerable energy should be expended on retention. One should make sure that the member did not simply overlook payment—something that can easily happen in today's busy world.

If a member fails to renew, you need to find out if you are dealing with a lost or merely a late member. It is critical to contact members who fail to respond. A member who drops out because of poor service is a walking testimonial against the association. Research has shown that disgruntled customers will tell four others of their negative experience, while happy customers will tell only one about their positive experience. Dissatisfied members can hurt retention.

Members may resign because they are no longer involved in the industry or the profession. With unemployment levels relatively high, this is a problem that is plaguing the school foodservice industry.

Finding out why a member resigned affords opportunities to assuage negative feelings. Even if the member cannot be retained, a conciliatory gesture may prevent them from expressing negative thoughts to others and could even pave the way to rejoin at a later date.

Recruiting Members

Associations conduct recruitment campaigns to bring in new members. These campaigns are conducted for a specific period of time from an intensive month-long effort to ones that run for an entire year. The length of time depends on the goals established by the organization.

Recruitment campaigns run the spectrum from direct mail to member-get-a-member campaigns. Response rates for direct mail campaigns are usually low (1 to 2%) while member-get-a-member campaigns can garner more new members. Personal contact by a current member has been found to be the most effective way to get prospective members to join the organization. Active, involved members are an association's best ambassadors because they can best convey to prospective members what the association does, how they benefited from membership, and how the new member can get the most from their membership.

For the past ten years, SNA has been conducting member-get-a member recruitment campaigns with increasing success. State associations have also conducted local membership campaigns to bring in members for state and national. This guide is written to help new chairs develop effective campaigns.

What are membership campaigns?

- A planned, focused, and goal-oriented activity held for a specified time, which is designed to bring in new members or can be used to get existing members to renew.

Benefits of membership campaigns

- Brings in additional members for the organization
- Fun and motivating activity for existing members
- Allows existing members to get involved in association activities

Key Elements of Successful Membership Campaigns

- Support of campaign from all levels of leadership (chapter >state>national). Any campaign will fail if leadership not enthusiastically and visibly supports it.

- Organizing all of the logistics of the campaign (timeframe, theme, incentives, promotion, etc.) defines the roadmap for the campaign.
- Set clearly defined goals and objective of who to recruit, how, many, etc. which helps everyone stay on track, and aware of what is to be accomplished.
- Build in incentives (prizes, awards, etc.) to motivate members to recruit. Incentives are rewards given to members who recruit other members. Recognition of a member's effort is key to getting them involved in the recruitment and retention effort each year (i.e. SNA Star Club).
- Promote the campaign to all members frequently.
- Inform leadership and members of milestones achieved in the campaign. Let them know how the campaign is going as well as recognize top recruiters in state newsletters.

Train members and volunteers in how to recruit other members. Help them overcome the 'fear' of selling memberships. If they want help, give them a copy of SNA's guide on recruitment (Section IV, Appendix vii).

Steps involved in setting up a membership campaign:

1. Committee Selection

Select or assign the development/oversight of the campaign to a committee. The committee should decide the roles each person will play as well as assign specific tasks to be accomplished. It is the committee's role to make sure that the logistics of the campaign are planned and executed as well as promote the campaign to members and leaders.

The committee in turn can delegate assignments or roles to chapter leaders to act as campaign captains. These captains would be responsible for getting campaign information to their chapter members as well as keeping them motivated.

2. Planning

The committee should meet to plan all aspects of the campaign—the framework such as:

- Budget
- Beginning/ending dates
- Campaign theme
- Prizes or incentives to members to get them to recruit
- Special incentives for new members to get them to join
- Promotional materials
- Marketing
- When to launch the campaign

The committee should make sure that there are clearly defined goals and objectives for the campaign such as who to recruit, how many to recruit, how many members should participate, etc.

3. Identify prospects

A membership campaign can be designed to increase membership in a specific member segment which is low or faltering, in a specific geographic area or can be used to increase membership in all member segments. Some methods for identifying prospective members can be mined from:

- Member referrals
- Former members
- Non-member users of the organization's services and programs

Qualifying prospects means verifying that the individual is not a current member of the organization and that they meet eligibility requirements.

4. Determine the campaign theme and dates

Themes can revolve around movies, sports, teamwork, future, well-known or respected member or tied to the president's theme. The key is that campaigns should be fun, exciting, and motivating. The campaign should have a definite start and end date.

5. Incentives

Solicit help from industry members and vendors that the organization does business with to donate prizes. A good incentive program is one that encourages members to attempt recruiting for the first time. The best way to structure an incentive program is to give recruiters a meaningful prize that they would enjoy for their personal use such as:

- gift certificates
- free membership
- free conference registration
- free publication
- merchandise
- trips
- T-shirts
- novelty items such as pins or coffee mugs

Structure the program so that even those who recruit one member have a chance to receive or win prizes.

Incentives can also be used to get new members to join. These can be discounted membership fees, gifts for joining, or prize drawing. Be careful when offering incentives to prospective members to join. The incentive may get them in the door, but getting them to renew the following year may be harder when the incentive is no longer applied.

6. Promoting the campaign

Promotion is key. Details about the campaign should be given to leaders and members frequently. The campaign can be promoted in state newsletters, in mailings to members, and fliers at meetings. Promotional materials can include brochures, fliers, mail inserts, advertisements, etc.

7. Train recruiters/volunteers

Most people will report that the idea of selling is frightening to them. Help them over this hurdle by providing them with information about the association such as key talking points, benefits the organization offers, and how to handle situations when a prospective member gives a reason why they do not want to join (objections).

Briefly, the steps in educating prospects about SNA are

- Be informed. Know what SNA is, what it's goals and mission are, and the basic membership benefits
- Relate to the prospect how membership has helped you (personal testimony). How did you gain from an educational course you took or a meeting you attended?
- Ask the prospect if they have any questions.
- Ask them to join. If they object, turn the objection around to a positive by relating again how SNA can benefit them.

8. Monitor progress regularly

Implement a good system to track the number of members joining as a result of the campaign as well as participation by existing members who are recruiting. If possible code applications or set up rules to determine if an application received should be counted for the campaign.

9. Launch the campaign

Have a big rally to announce the launch of the campaign or announcements in state newsletters.

10. Update leaders regularly

Keep leaders informed about the campaign and how it is going. Let them know how many new members were recruited monthly, year to date, as well as how many members are actively recruiting.

11. Evaluate results

Evaluate how well the campaign meets the goals and objectives. Modify future campaigns based on the results or what was learned from the campaign.

An effective membership campaign can be a big boost to your organization's recruitment program. If you have any questions about organizing one, please feel free to contact SNA's Director of Membership and Affiliate Services at x 119 for help.

SNA Membership Benefits

Consider providing a list of all the benefits passed on to your members through your association. Below is a list of both tangible and intangible benefits offered to SNA members.

Learning Opportunities

- SNA meetings and conferences
- Professional Development courses
- School Nutrition U
- Online Education Courses
- Web-based Communities

- Networking Opportunities

Professional Credibility

- SNA Certification
- School Nutrition Specialist (SNS) Credential
- Home to www.schoolnutrition.org, "*Your Child Nutrition e-Source*"

Industry Insights

- Up-to-date information on industry standards through www.schoolnutrition.org
- Award winning *School Nutrition* magazine
- View, taste and sample industry products from 800+ vendors during the Annual National Conference
- Members only CN Marketplace

Political Strength

- SNA PAC
- Your Voice on Capitol Hill and the USDA
- Positive influence on regulation and legislation
- Legislative Action Center, online

Scholarship and Research

- Award-winning professional development programs
- Scholarship and Research grant opportunities through the School Nutrition Foundation
- Sponsor and resource for credible research on child nutrition issues

Information Network

- Public Image and Awareness campaigns
- Public service announcements for local and national news media
- Public Relations toolkits for National School Lunch and School Breakfast Weeks

Products and Services

- SNA Emporium discounts
- SNA Marketplace at www.schoolnutrition.org
- Online discounts
- Emporium Online
- MySNA

Giving and Volunteer Opportunities

- Annual Silent Auction
- Ad-hoc leadership committees
- Conference and meetings volunteers

Discount Insurance Plans*

- Term Life
- Professional Liability
- Private Practice Professional Liability
- Long Term Care Insurance Evaluation Service
- Disability Income Protection
- Cancer Plan
- Accidental Death and Dismemberment
- Personal Auto
- Identity Theft Protection
- Comprehensive Health Insurance

**As a member benefit, SNA offers insurance plans including comprehensive health insurance and life insurance. The plans are administered by Forrest T Jones.*

SNA Awards



Nominate a Colleague You Admire!

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 be an SNA member in the School Nutrition or Child Care Employee section
- Currently holds a SNA certificate in school nutrition
- Currently be employed in a school foodservice or childcare nutrition program
- Currently be employed in a non-managerial role in the school nutrition profession, such as cook, baker, cashier, assistant, etc. awards deadline

Are there any restrictions?

The nominee *cannot* be:

- A current state or national SNA president
- A current SNA national Board of Directors member
- A current member of an SNA national standing or strategic committee
- A current SNA member in the Manager or Director category
- Hold a title or job responsibilities that do not confirm the nominee's status as non-managerial staff
- 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. SNA will not accept nominations from current members of the SNA national Board of Directors or of SNA national standing or strategic committees.

How do I submit a nomination?

Nominations for the 2020-21 Employee of the Year Award are due online or directly to the CSNA President by September 1.* Submit the online nomination. You may also use this word document to prepare your online nomination or submit it directly to the State President. ***For California: the deadline is September 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 to determine a state winner. State winners submitted to SNA by March 15 will automatically advance to the Area judging.

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

National Judging: Area 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 winners will be recognized at the Red Carpet Awards Ceremony at the Annual National Conference (ANC) each year. Award winners will receive the below prizes:

- State winners will receive a certificate and ribbon.
- Area winners will receive a pin, certificate and \$50.
- National winners will receive a plaque and an all-expense paid trip to ANC, up to \$1,000.

Additional awards and recognition may be given to state winners by the state association. Please check with your state association for more information.



Nominate a Colleague You Admire!

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 an SNA member in the Foodservice/Nutrition Manager/Head Cook/Assistant Manager section
- Currently holds a SNA certificate in school nutrition or the SNS credential
- Assigned to one school OR to a central kitchen that serves multiple schools
- Currently acts as manager, head cook, or assistant manager and is assigned to one school OR to a central kitchen that serves multiple schools

Are there any restrictions?

Yes, the nominee *cannot* be:

- A current state or national SNA president
- A current SNA national Board of Directors member
- A current member of an SNA national standing or strategic committee
- Employed as a supervisor on a system-wide basis
- An SNA member in the Employee or Director category
- Hold a title or have job responsibilities that do not confirm the nominee's status as a manager
- A previous ***national*** winner of the Manager of the Year award

Self-nominations are not accepted. Nominations must be typed, and answers must not exceed the listed word counts. SNA will not accept nominations from current members of the SNA national Board of Directors or of SNA national standing or strategic committees.

How do I submit a nomination?

Nominations for the 2020-21 Manager of the Year Award are due online or directly to the CSNA President by September 1.* Submit the online nomination. You may also use this word document to prepare your online nomination or submit it directly to the State President.

*For California: the deadline is September 1, 2020.

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 to determine a state winner. State winners submitted to SNA by March 15 will automatically advance to the Area judging.

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

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

How will winners be recognized and rewarded?

Manager of the Year winners will be recognized at the Red Carpet Awards Ceremony at the Annual National Conference (ANC) each year. Award winners will receive the below prizes:

- State winners will receive a certificate and ribbon.
- Area winners will receive a pin, certificate and \$50.
- National winners will receive a plaque and an all-expense paid trip to ANC, up to \$1,000.

Additional awards and recognition may be given to state winners by the state association. Please check with your state association for more information.



Nominate a Colleague You Admire!

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

Who can be nominated?

The nominee must be:

- Currently and for the past five years a School Nutrition Director at the school district level
- Currently and for the past five years a SNA member in the District Director or Major City Director sections
- Currently holds a SNA certificate in school nutrition or the SNS credential

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?

The nominee *cannot* be:

- A current state or national SNA president
- A current SNA national Board of Directors member
- A current member of an SNA national standing or strategic committee
- A current SNA member in the Employee or Manager category
- Hold a title or job responsibilities that do not confirm the nominee's status as school nutrition director
- A previous national winner of the Outstanding Director of the Year award or Director of the Year award

Self-nominations are not accepted. Nominations must be typed, and answers must not exceed the listed word counts. SNA will not accept nominations from current members of the SNA national Board of Directors or of SNA national standing or strategic committees.

How do I submit a nomination?

Nominations for the 2020-21 Director of the Year Award are due online or directly to the CSNA President by September 1.* Submit the online nomination. You may also use this word document to prepare your online nomination or submit it directly to the State President.

*For California: the deadline is September 1, 2020.

How will the entries be judged?

The nominee will be judged on five 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 to determine a state winner. State winners submitted to SNA by March 15 are automatically advanced to the Area judging.

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

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

How will winners be recognized and rewarded?

Employee of the Year winners will be recognized at the Red Carpet Awards Ceremony at the Annual National Conference (ANC) each year. Award winners will receive the below prizes:

- State winners will receive a certificate and ribbon.
- Area winners will receive a pin, certificate and \$50.
- National winners will receive a plaque and an all-expense paid trip to ANC, worth up to \$1,000.

Additional awards and recognition may be given to state winners by the state association. Please check with your state association for more information.



This award recognizes the outstanding contributions of industry members who demonstrate exemplary support to SNA, SNA members, and their professional communities nationwide. Each year, one industry member is selected to receive this prestigious award. The recipient must be employed by a Corporate Member Company of SNA. The first annual Individual Industry Member of the Year Award was presented in 2003.

Eligibility Criteria

The nominee must be a current SNA Industry Member and have been an active member in SNA at the national level and the state level for the past five (5) consecutive years. Current SNA Board members are not eligible.

Who May Nominate

Nominations may only be submitted by the SNA Past Presidents, chairs of the SNA Standing Committees, Current SNA President and Past Industry Award recipients. Nominators may submit only one nomination each year. An acknowledgement of the nomination, a Personal Data Application and questionnaire will be forwarded to the nominee. The five Immediate Past National Presidents of SNA and the SNA Chief Executive Officer will select the awardee.

How to Nominate

Complete the nomination form and submit it to SNA Headquarters via fax to (301) 686-3115, ATTN: Crystal Harper-Pierre or via email to charper@schoolnutrition.org. Nomination forms must be received by SNA Headquarters by January 31, 2020.

Judging Criteria

The following areas will be considered:

- Length of SNA Membership

- Work experience while employed by Industry
- Service to SNA at the National Level, including Board and/or Committee Work and promotion of SNA membership, meetings, and initiatives
- Attendance at, and participation in, SNA National Conferences and Meetings, including conference planning and conference involvement beyond exhibiting (i.e., culinary demonstrations, speaking, moderating or facilitating sessions)
- Actions that help promote school nutrition
- Involvement with other groups who promote School Nutrition Programs
- Awards and/or recognition of support to child nutrition and hunger advocacy
- Attendance at and participation in State Affiliate(s) Conferences
- Leadership and participation in State Affiliate(s)

State Awards Ceremony

The awards program concludes with the State Awards Ceremony honoring all of the winners at SNA's Annual National Conference normally held in July of each year. This is our time to recognize the important work of our members and show them we appreciate their contributions to school foodservice and nutrition programs.

SNA AWARD DEADLINES

Award	Deadline	Action	Submitted To
Employee of the year	September 1	Application to State	State Presidents
	March 15	State Winners Determined	State Presidents to Area Directors
	April 5	Area Winners Determined	Area Directors
	May 1	National Winner Determined	Area Directors to SNA
Manager of the year	September 1	Application to State	State Presidents
	March 15	State Winners Determined	State Presidents to Area Directors

	April 5	Area Winners Determined	Area Directors
	May 1	National Winner Determined	Committee Chairs to SNA
Director of the Year	September 1	Application to State	State Presidents
	March 15	State Winners Determined	State Presidents to SNA
	April 5	Area Winners Determined	Member Services Committee
	May 1	National Winner Determined	Member Services Committee
Industry Member of the year	December 1	Recognition Form	Area Directors
	December 15	Recognition Forms	SNA

The complete Awards document can be found on the SNA website.

Mission

The School Nutrition Foundation (SNF) provides financial support for education, research and scholarship for the benefit of SNA members.

Scholarships

CSNA

CSNA has several Scholarship and award opportunities available. Application dates vary. Check each form for dates! <http://www.calsna.org>

Josephine P. Morris Scholarship Due by September 1st

Who May Apply:

Active members of CSNA who have been members at least one year.

Amount of Grant:

\$125 per semester unit for undergraduate or graduate college work.

What to Submit:

Completed application. Recommendation letter from each of the following: Employer, Chapter President, Manager, and Superintendent. A letter stating plan to contribute to the Child Nutrition Program in the Future. High school and/or college transcript.

Deadline: September 2nd to the Awards & Scholarship Chair.

Background Information:

Grants run for two years. Previous recipients may apply for a second grant.

Audrey Melikian Scholarship Due by September 1st

Who May Apply:

Active members of CSNA who have been members at least one year.

Amount of Grant:

A scholarship grant of \$250 will be awarded to two CSNA members from the Audrey Melikian Scholarship Fund at the Annual CSNA Conference

What to Submit:

1. Narrative written by applicant (500 words or less) describing work history, career goals, CSNA involvement, plans for use of scholarship money and how this scholarship would help the applicant better serve California's children.
2. Two or more letters of recommendation from applicant's immediate supervisor, director, superintendent and/or chapter president attesting to applicant's integrity, determination, and perseverance in pursuing goals.

Deadline: September 2nd to the Awards & Scholarship Chair.

Graduating High School Senior Scholarship Due by September 1st

Who May Apply:

Scholarship shall be awarded to a student nominated by a CSNA member, with preference given to the family member or dependent of a CSNA member. Amount of Grant: \$500

What to Submit:

Completed application. Official Transcript from High School, Plans for course study, personal letter indicating plans for future employment in food service and planned future contribution to Child Nutrition Program as a result of further education, reference letter from Teacher or Counselor and CSNA Member

Deadline: September 2nd to the Awards & Scholarship Chair.

SNA

EDUCATION SCHOLARSHIPS

Achieve your educational dreams with an education scholarship from the School Nutrition Foundation! Education scholarships provide SNA members with funding for tuition and books for the following school year. The following scholarships are available. Individuals may be awarded more than one scholarship.

SNA Professional Development Scholarship:

The SNA Professional Development Scholarship is funded by a donation from SNA. Scholarships of up to \$2,500 each are awarded.

Schwan's Food Service Scholarship:

Since 1983, Schwan's Food Service, Inc., has made an annual donation to offer multiple scholarships of up to \$2,500 each.

SNF Professional Growth Scholarship:

The SNF Professional Growth Scholarship is funded by SNA members through past special events. Scholarships of up to \$2,500 each are awarded.

Sandi Brooker Scholarship:

The Sandi Brooker Scholarship is a way to ensure that Sandi's positive impact on so many people is continued by helping others achieve the dream of continued education. Two scholarships of \$1,000 are awarded each year.

Nancy Curry Scholarship:

The Nancy Curry Scholarship is funded by Handgards, Inc., and friends of Nancy. One scholarship of \$500 is awarded each year.

Who Can Apply?

- The applicant must be an active member for a minimum of one year from January 1, 2018 with the School Nutrition Association (SNA) and have a history of employment in school foodservice. If you need to confirm SNA membership, please call 1-800-877-8822.
- Currently employed in school foodservice as an operator/state agency (Industry and student members are not eligible)
- Enrolled (or will be enrolled) in a degree or certificate program at a vocational/technical, undergraduate, graduate or post-graduate level in the United States in a program of study which falls into one or more of the USDA Professional Standards subject areas.

Please note that children of SNA members are no longer eligible to apply for scholarships. To confirm your SNA membership status, please call (800) 877-8822.

How Can I Apply?

We use a common application for all of our education scholarships. The Application for Education Scholarships closed on January 31st. We will announce the winner in May 2019

NATIONAL CONFERENCE SCHOLARSHIPS

The School Nutrition Foundation (SNF) offers the following scholarship opportunities to SNA members:

Josephine Martin National Policy Fellow:

Dr. Josephine Martin is a pioneer in the field of child nutrition. Launching her career at the Georgia Department of Education in 1950 as the assistant school lunch director, she soon became a vocal advocate for child nutrition, influencing legislation on the community, state and federal levels.

Andrea Akerman, an SNA member and Cafeteria Manager at Lincoln Middle School in Rockford, Illinois, was named the 2019 Josephine Martin National Policy Fellow.

- Awards up to \$3,000 to one selected fellow to attend and be recognized at SNA's Legislative Action Conference, helping to defray travel expenses.

- Eligibility: Be an active SNA employee or manager section member, who has been a SNA member for at least three years, as of LAC 2019 (since no later than April 1, 2016); have never previously attended LAC; and have an interest in child nutrition policy

SNA Conference Scholarships:

In an ongoing effort to help its members develop professionally, SNA donates funds to SNF to award scholarships to help members attend SNA's School Nutrition Industry Conference (SNIC), Legislative Action Conference (LAC), and Annual National Conference (ANC).

- 6 for LAC 2019 (3 of the scholarships will be for First Timers only)
- 10 for ANC 2018 (5 of the scholarships will be for First Timers only)
- 6 for SNIC 2019 (3 of the scholarships will be for First Timers only)

Eligibility:

- Current School Nutrition Employee, Manager or Director members
- Current SNA member and member of SNA for at least 2 years
- State Agency and Industry members are not eligible
- Only one scholarship per school district, per conference
- Only one scholarship per individual, per school year

Timeline:

- SNIC 2019: Congratulations to the six SNIC recipients! The recipients were notified in November.
- ANC 2019: Applications are now open. To apply, please follow this link [ANC19 Scholarship Application](#). The application will close on April 24, 2019. Winners will be notified in May.

To see a list of the 2019 SNIC and LAC Recipients, please click [here](#).

ANC First-Timer Scholarships:

The ANC First-Timer Scholarship is made possible through a generous donation from AccuTemp Products. These scholarships are awarded to SNA members (employees and managers) who have never attended SNA's Annual National Conference (ANC) The \$500 scholarship may be used to cover registration and travel expenses associated with attending ANC. Twenty - \$500 scholarships are available.

Eligibility:

There is no formal application - You must be nominated to be considered for a scholarship. District directors, who are active SNA members and are registered to attend ANC 2019, may nominate one member of their staff for this scholarship. The staff member must be an active SNA member in the employee or manager category who has never attended SNA's ANC.

Nominations:

Directors may not nominate more than one staff member for this scholarship. After registering for ANC, the district director can submit a nomination online. Awards are made on a first-come, first-served basis, so the sooner you submit a nomination, the better chance there is of receiving a scholarship. Awards are made on a first-come, first served basis. Nominations open when ANC 2019 registration opens and closes when we reach 20 eligible nominees.

Before completing the nomination, please have the following information available:

- Your contact information
- Your ANC registration and proof of payment
- To apply, please follow the link to the [ANC First-Timer Scholarship Application](#). Winners will be notified in May.

Awards

CSNA

Moscone Commitment to Child Nutrition Award Due by September 1st

Who May Apply:

Names may be submitted by Chapters, committees, individual members, or sustaining members or companies.

Form of Award:

A plaque is presented at the CSNA Conference.

What to Submit:

Detailed background information regarding the nominee to substantiate the nomination.

Deadline: September 1st to the Awards and Scholarship Chair.

Background Information:

To recognize outstanding contributions made to California's children in the areas of nutrition education.

Don Flahiff Industry Appreciation Award Due by September 1st

Who May Apply:

Names of sustaining members may be submitted by Chapters, committees, or individual members.

Form of Award:

A plaque is presented at the CSNA Spring Conference.

What to Submit:

Letter with detailed background information regarding nominee's contribution to support the Association's goal.

Deadline: September 1st to the Awards and Scholarship Chair.

Recognition Awards Due by September 1st

These recognition awards were designed to recognize site level employees.

Who May Apply:

MEMBERS of The California School Nutrition Association. May be nominated by a district Food Service Director, Principal where employed, Superintendent of District, CSNA Board member or the President of the Local Chapter.

Form of Award:

A plaque is presented at the CSNA Conference.

What to Submit:

Completed application. Letter of recommendation from Director of Food Service, Principal, Superintendent, CSNA Board member or President of the local Chapter. In addition, posters, newspaper clippings, pictures and other documentation relevant to the project of the candidate. Materials are best presented in a scrapbook.

Deadline: October 15th to the Awards and Scholarship Chair.

Background Information:

Awards are made in the following areas:

- Nutrition - Legislation - Professional Growth - Public Information - Creativity - Communications

SNA

Kathleen Stitt Award:

Awards \$500 to one participant of the School Nutrition Research & Best Practices Showcase at the Annual National Conference, helping to defray travel expenses.

Eligibility:

- An active SNA member

- A graduate student enrolled full-time in an MS or PhD program OR a faculty member employed at an accredited college or university
 - Accepted to participate in the School Nutrition Showcase at SNA's Annual National Conference 2020
- Eligible individuals will be sent a link for the online application in April.

Wednesday Webinar Series

SNF, with industry partners, are leading the way to link school foodservice professional across the country to share knowledge on emerging issues and hot topics. Thousands of participants have taken advantage of these webinars and come away with new ways to turn challenges into opportunities.

www.schoolnutrition.org/webinars

Research

SNF plays an integral role in School Nutrition Association research. SNF advances the study of child nutrition and school foodservice by supporting and funding Association research initiatives. SNF provides funding and support for a variety of Association research projects including:

Warewash Study: Disposable Vs. Permanent

- Recycling & Waste Management Practices in School Nutrition Programs
- Availability of Flavored Milk in Schools Report
- Local School Wellness Policies Report
- School Fruit and Vegetable Procurement Study
- After School Snack Report

Support

SNF relies on the support of SNA members and the school nutrition community to advance its mission. Sources of support include contributions from industry partners for scholarship, research and educational programming, SNA Patron contributions, Annual Fund and President's Challenge and the Special Event at ANC.

The School Nutrition Foundation is a 501(c)(3) organization.

Contributions are tax-deductible to the full extent of the law.

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