

# FLORIDA SCHOOL NUTRITION ASSOCIATION

## Scholarships & Awards



*To advance child nutrition programs that promote wellness and academic success, while promoting leadership development opportunities to members.*

## FORWARD

This document summarizes the scholarships and awards available to members of the Florida School Nutrition Association (FSNA) as well as the School Nutrition Association (SNA). Nominating a staff member or colleague is easy and a great way to recognize and reward them for their hard work. It builds morale and fosters leadership.

## GENERAL INFORMATION

Each year FSNA honors individuals who have provided distinguished service and made significant accomplishments. In this program, standards of performance are exemplified and recognized, aspirations are praised and reinforced, and the values and historic achievements of the child nutrition and school food service industry are given public recognition. Through the Awards program we celebrate our commitments, our hopes, and our excellence.

This manual summarizes the policies and procedures governing the FSNA Scholarships and Awards Program. It is intended to serve as a guide for FSNA, the FSNA Executive Board, the FSNA Scholarships & Awards Committee, Chapter Award Selection Committees, as well as interested members of the Association.

**Even if you have submitted an award in the past, read this document before you begin. This is important in making sure you are following the criteria to avoid disqualification. Additionally, criteria may have changed from the previous year.**

- **All recommendation letters should have original signed signatures (not typed).**
- **All applicants must be a current member of FSNA as of January 1 in the year of application.**
- **A specific topic can be submitted for only one (1) award.**
- In April 2013, the FSNA Board Approved the following: Members of the Scholarships and Awards Committee, including the Committee Chair, are eligible to apply for/be nominated for any FSNA or SNA scholarships, grants or awards. Scholarship and Awards Committee members who apply are not allowed to participate in the judging of any of the scholarship, grant, or award entries in the category for which they have applied. The committee member is required to recuse herself/himself from the judging of that category.

### **Judging**

The FSNA Awards are judged by the Scholarships and Awards Committee. The Committee includes seven active members, including the chair, which are appointed by the President, plus a FSNA representative. Committee members are appointed for a period of three (3) years and subject to the approval of the Executive Board.

The Committee members shall act on behalf of the entire association and the Board of Directors to approve and judge applications and nominations for FSNA scholarships and awards.

The judges are not to discuss the entries, the judging, or the outcome of the judging of that category with the committee member who applied for and/or had been nominated for that category.

### **Awards Presentation and Recognition**

FSNA awards are presented at the Annual Conference & Expo. Every winning award must meet minimum standards. There is no guarantee that an award will be given in each category. Depending upon the award, winners will receive a certificate, plaque, medallion, cash, or other gift.

### **Award Application Process**

FSNA award applications, guidelines, and requirements vary for each award. As applicable, review the application form before you start your award and before you apply.

- Do I have the school and district support to conduct a project to meet the award criteria?
- Do I have the funds that may be necessary to conduct such a project?
- Will the students and the school food service program benefit from such a project?
- Will participation in the school food service program increase after the project?
- Will it be possible to get the required documentation about the project to submit in the award application?
- Can a school center apply for the award or can only an individual apply for it?
- What is the award timeframe: this academic year or last year?
- Does the person completing the award entry need to be a certified member?
- What is the award deadline?
- Will everyone involved have fun and learn at least one thing benefiting the child nutrition industry?
- To which award will this project apply?

Once these questions have been answered, develop a project objective. In this process, determine whom you can involve:

- Principal and School Administration
- Food & Nutrition Services District Office staff members
- Food & Nutrition Services staff members
- Students
- Teachers
- Parents
- Community Members
- Business Partners

Once the project is completed, ask the following questions:

- Was the project objective achieved?
- Did the project objective meet the award criteria?
- Was the entire award criteria achieved?

When putting the award entry together, ask the following questions:

- Do I have the right application form?
- Am I presenting it in the correct format (Microsoft Word or PowerPoint)?
- Is there a page limitation on the pieces of documentation for the award?
- When is the award due?
- Have I used good pictures that illustrate the project well?

- Have I reviewed the award checklist to make sure that all the necessary information has been included?
- Has someone checked spelling and grammar?
- To whom is the award sent?

Leave yourself enough time for doing the project, gathering necessary documentation, and putting the award together so you can submit it via e-mail on time.

Include required signatures before submitting the entry. **You will be disqualified if the required signatures are not completed.**

Award entries are judged based on the award criteria and back up documentation only. Decorative graphics, etc. are minimally considered by judges when reviewing and scoring the entry.

All documentation must be specific and marked to indicate what it is being used to backup.

### **Award Terminology**

**ANC** - refers to the SNA Annual National Conference.

**Format** - Microsoft Word or PowerPoint

**FSNA** - refers to the Florida School Nutrition Association

**SNA** - refers to the School Nutrition Association

**If in doubt, call or email the FSNA S&A Chair or FSNA Office.**

## SCHOLARSHIPS & AWARDS CONTACT INFO & SUBMISSION PROCESS

You **MUST** submit your award applications and entries to the FSNA Dropbox. Scholarships and Grant applications should be mailed to FSNA Headquarters, attention Scholarship Chair. See individual award, grant, and scholarship entry forms for additional information.

FSNA Headquarters  
124 Salem Court  
Tallahassee, FL 32301  
(888) 878-1832

[awards@floridaschoolnutrition.org](mailto:awards@floridaschoolnutrition.org) – For questions only.

To submit your application and award to the FSNA Dropbox simply click this link and upload your submission: <https://www.dropbox.com/request/Fn17c7R07u3FSRZkArRp>. The link is also available on the FSNA website ([www.floridaschoolnutrition.org](http://www.floridaschoolnutrition.org)) on the Scholarships & Awards webpage.

If you are having trouble uploading your award please contact the FSNA office for assistance.

## SCHOOL NUTRITION ASSOCIATION AWARDS

For further information/applications (**for SNA awards you must use SNA's applications**), call SNA's Service Center at 1-800-877-8822 or email [servicecenter@schoolnutrition.org](mailto:servicecenter@schoolnutrition.org). You can also find SNA 2018-2019 Award and Scholarship documents and information on the SNA website [www.schoolnutrition.org](http://www.schoolnutrition.org). **DO NOT** send SNA Award entries to FSNA. Send them to SNA directly using the SNA online submission process by the March deadline, or the date posted on the SNA website's scholarship and awards page.