Each year, FSNA honors a school foodservice nutrition professional with the *Community Humanitarian* Award. This award recognizes an individual who has applied his or her knowledge and expertise to help others within their community in a humanitarian effort.

**Background**

School Foodservice Nutrition professionals use their expertise to assist the community throughout the year in various activities beyond the normal day-to-day duties, such as hurricane assistance, fire assistance, Habitat for Humanity building of homes, Hospice, Meals on Wheels, etc. They are also unsung heroes and help their neighbors and other people when they are in need.

**Who May Apply**

Nominations may be submitted by the person’s supervisor, staff, or fellow school foodservice nutrition professional. **You cannot nominate yourself.** Both the nominator and the nominee must be members in good standing with FSNAand/or SNA. If industry, you must be a current FSNA Sustaining Industry Partner (SIP). The nomination should be based on what the nominee did to help others within their community.

**Even if you have submitted an award in the past, do not start until you have read the “Who May Apply” and “Selection Procedure” sections. This is important as the required award process has changed from previous years.**

**Selection Procedure**

The application and award must be **presented as a Microsoft Word document** and uploaded to the FSNA Dropbox: <https://www.dropbox.com/request/9j8speH4RWl4mybXl7NR> **on or before April 15**. The link is also available on the FSNA website, www.floridaschoolnutrition.org, on the Scholarships & Awards webpage. A **maximum** of 15 pictures and/or videos will be accepted (clipart is **not** considered a picture).

**Important:** Please refer to **“Submitting Your Award Entry” on page 4** for specific information and requirements for the Microsoft Word document format and how to submit your award entry.

**Recognition**

The winner will receive recognition and a framed certificate at the FSNA Annual Conference & Expo.

**Judging**

Judging will be done by members of the FSNA Scholarships and Awards Committee.

All presentations and submissions including photos and videos may be shown at any FSNA Event and/or on the FSNA Website and/or used in any FSNA publication.

**Entry Form: You must use this form—other forms will not be accepted and your entry will be disqualified. Upload this form along with your award entry to the FSNA Dropbox:** https://www.dropbox.com/request/9j8speH4RWl4mybXl7NR. Please fill out carefully and completely. The information on this form will be used to create the FSNA awards presentation and winner certificates.

Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FSNA Region Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Name of Person Nominating:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

**Job Title of Nominator**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Address of Nominator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:** \_\_\_\_\_\_ **Zip Code:** \_\_\_\_\_\_\_\_\_\_\_

**Home or Cell Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By completing this form and submitting the award, you are attesting that the above information as well as the award entry information and documentation are accurate and true to the best of your knowledge.

**Explain the reason(s) why you have nominated this individual for this award.** There is **not** a minimum or maximum word count. **A maximum of 15 pictures** will be accepted (clipart is **not** considered a picture). Pictures should be inserted directly into the document.

**Submitting Your Award Entry**

* **All entries are to upload to the FSNA Dropbox:** <https://www.dropbox.com/request/9j8speH4RWl4mybXl7NR>  **on or before April 15.**

* Please save your document as “Award Name\_Nominee Name”, eg – “Community Humanitarian\_Jane Doe”. If you have multiple documents you may add a number at the end of the name, eg “Community Humanitarian\_Jane Doe1” and “Community Humanitarian\_Jane Doe2”

**Microsoft Word Document Format:**

* The award submission should include the following:
	+ The completed official entry form (as the first page of the award submission)
	+ The award submission as a Microsoft Word document.
	+ Up to **three** additional Microsoft Word documents and/or PDF documents to support the award submission (letters, newspaper articles, etc.)
* A maximum of 15 photos and/or videos are allowed and should be inserted directly onto the document pages. Clipart is allowed and does **not** count as a photo.

**Checklist for Person Submitting Nomination**

**This checklist is for the purpose of ensuring that your award entry is complete. It should not be included with your award submission.**

**Important:** Please refer to **“Submitting Your Award Entry” on page 4** for specific information and requirements for the Microsoft Word Document Format and how to submit your award entry.

|  |  |  |
| --- | --- | --- |
| **Activity to complete award entry** | **date completed or checked** | **comments** |
| Met General Qualifications |  |  |
| * Signatures
 |  |  |
| * Spelling and Grammar Checked
 |  |  |
| Award Qualifications |  |  |
| * New Award (Not previously submitted)
 |  |  |
| Timetable |  |  |
| * Award uploaded to FSNA Dropbox on or before April 15.
 |  |  |
| Requirements for Award |  |  |
| * Official forms used and all sections completed
 |  |  |
| * Upload the award as a Microsoft Word document; Include the completed official entry form and up to three additional supporting documents.
 |  |  |
| * Maximum of 15 pictures and/or videos (clip art is **not** considered a picture)
 |  |  |