

**MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC EXECUTIVE BOARD COMMITTEE**

Awards and Scholarship Committee

Purpose – To encourage members to participate in award programs offered by SNA and MdSNA that recognize outstanding contributions to students that members are involved in in their schools and to encourage interest in the school nutrition field by encouraging professional advancement of members by providing assistance for coursework.

AWARDS

Employee of the Year Award

Purpose – To select the Maryland winner for the Employee of the Year Award.

Award Background – This award was created to recognize outstanding school foodservice members who exhibit commitment to the school foodservice program. State, regional and national winners are recognized at SNA state and national conventions.

Deadlines:

May 31 – Submit nominations to local county Food and Nutrition service office
Date Determined no less than 4 weeks prior to MdSNA Fall Convention – Submit nomination to MdSNA Awards Chair
MdSNA Fall Convention – State Winners Announced
April 15 – Regional Winners Determined
May 15 – National Winners Determined

Mail submissions to:

MdSNA Award Chairperson or to MdSNA Office:
21912 Goshen School Road, Gaithersburg, MD 20882

Responsibilities of Committee:

1. Publicize the availability of the Employee of the Year Award.
2. Participate in selecting the recipient and present the Employee of the Year Award at the Annual State Convention.

Activities:

1. Prepare and distribute information to chapter presidents on the availability of the Employee of the Year Award with the required deadline information. Inform chapters that the application can be found on the MdSNA website.

2. Establish and participate on a Committee to evaluate the applications and select a winner according to the published criteria.
3. Prepare presentation to be made at the annual convention and make the presentation.
4. Arrange with the President to see that the Maryland winner is entered into the national competition.
5. Send letters of congratulations to all entrants.

Manager of the Year Award in Honor of Louise Sublette

Purpose – To select the Maryland winner for the Manager of the Year Award in Honor of Louise Sublette.

Award Background – The Manager of the Year Award in Honor of Louise Sublette is given to the person who has taken a special idea, developed it into a goal and used that goal to help the school's nutrition program grow.

Deadlines:

May 31 – Submit nominations to local county Food and Nutrition service office
Date Determined no less than 4 weeks prior to MdSNA Fall Convention – Submit nomination to MdSNA Awards Chair
MdSNA Fall Convention – State Winners Announced
April 15 – Regional Winners Determined
May 15 – National Winners Determined

Mail submissions to:

MdSNA Award Chairperson or to MdSNA Office:
21912 Goshen School Road, Gaithersburg, MD 20882

Responsibilities of the Committee:

1. Publicize the availability of the Manager of the Year Award in Honor of Louise Sublette.
2. Select the recipient and present the Manager of the Year Award in Honor of Louise Sublette at the Annual State Convention.

Activities:

1. Prepare and distribute information to chapter presidents on the availability of the Manager of the Year Award in Honor of Louise Sublette with the required deadline information. Inform chapters that the application can be found on the website.
2. Collect completed applications for the award.
3. Select a Committee to evaluate the applications and select a winner according to the published criteria.
4. Prepare presentation to be made at the annual state convention and make the presentation.
5. Arrange with the President to see that the Maryland winner is entered into the National competition.
6. Send letters of congratulations to all entrants.

Director of the Year Award

Purpose – To select the Maryland winner for the Director of the Year Award.

Award Background - This award recognizes the outstanding contributions of school nutrition directors who manage effective programs that provide healthful, appetizing and nutritious meals to students. State, regional, and national winners are recognized at SNA state and national conventions.

Deadlines:

Date Determined no less than 4 weeks prior to MdSNA Fall Convention – Submit nomination to MdSNA Awards Chair

MdSNA Fall Convention – State Winners Announced

April 15 – Regional Winners Determined

May 15 – National Winners Determined

Mail submissions to:

MdSNA Award Chairperson or to MdSNA Office:

21912 Goshen School Road, Gaithersburg, MD 20882

Responsibilities of the Committee:

1. Publicize the availability of the Director of the Year Award.
2. Select the recipient and present the Director of the Year Award at the Annual State Convention.

Activities:

1. Prepare and distribute information to chapter presidents on the availability of the Director of the Year Award with the required deadline information. Inform chapters that the application can be found on the website.
2. Collect completed applications for the award.
3. Select a Committee to evaluate the applications and select a winner according to the published criteria.
4. Prepare presentation to be made at the annual state convention and make the presentation.
5. Arrange with the President to see that the Maryland winner is entered into the National competition.
6. Send letters of congratulations to all entrants.

Rhonda Motley Gold Success Award

Purpose – To select a winner for the Rhonda Motley Gold Success Award that is given each year at the MdSNA convention.

Award Background - The Rhonda Motley Gold Success Award is presented to an outstanding school foodservice member who is dedicated to serving the nutritional needs of school children and furthering the success of the school meals program.

This award is unique to Maryland. There is no regional or national competition for this award.

Deadlines:

May 31 – Submit nominations to local county Food and Nutrition service office
Date Determined no less than 4 weeks prior to MdSNA Fall Convention – Submit nomination to MdSNA Awards Chair
MdSNA Fall Convention – State Winners Announced

Mail submissions to:

MdSNA Award Chairperson or to MdSNA Office:
21912 Goshen School Road, Gaithersburg, MD 20882

Responsibilities of the Committee:

1. Publicize the availability of the Rhonda Motley Gold Success Award.

2. Select the recipient and present the Rhonda Motley Gold Success Award at the Annual State Convention.

Activities:

1. Prepare and distribute information to chapters on the availability of the Rhonda Motley Gold Success Award. Inform chapters that the application can be found on the MdSNA website.
2. Collect completed applications for the Rhonda Motley Gold Success Award.
3. Select a Committee to evaluate the applications to select a winner according to published criteria.
4. Prepare a presentation to be made at the MdSNA convention and make the presentation.

Innovation Award

Purpose – To select a winner for the Innovation Award that is given each year at the MdSNA convention.

Award Background - The Innovation Award is presented to an individual who has developed an innovative idea, process or program within their school or district that adds value or streamlines operations.

This award is unique to Maryland. There is no regional or national competition for this award.

Deadlines:

May 31 – Submit nominations to local county Food and Nutrition service office
Date Determined no less than 4 weeks prior to MdSNA Fall Convention – Submit nomination to MdSNA Awards Chair
MdSNA Fall Convention – State Winners Announced

Mail submissions to:

MdSNA Award Chairperson or to MdSNA Office:
21912 Goshen School Road, Gaithersburg, MD 20882

Responsibilities of the Committee:

1. Publicize the availability of the Innovation Award.
2. Select the recipient and present the Innovation Award at the Annual State Convention.

Activities:

1. Prepare and distribute information to chapters on the availability of the Innovation Award. Inform chapters that the application can be found on the MdSNA website.
2. Collect completed applications for the Innovation Award.
3. Select a Committee to evaluate the applications to select a winner according to published criteria.
4. Prepare a presentation to be made at the MdSNA convention and make the presentation.

SCHOLARSHIP

Responsibilities of the Committee:

1. Update MdSNA scholarship application as necessary.
2. Inform chapter Presidents of requirements for applying for MdSNA scholarship.
3. Publicize scholarship through MdSNA's newsletter.
4. Collect MdSNA scholarship applications from applicants.
5. Notify scholarship recipients of their selection.
6. After recipient has completed the course work, grades or certificates of completion should be submitted to Scholarship Committee Chairperson.
7. Notify MdSNA Treasurer of the following information:
 - Recipient's name and address
 - Amount of scholarship awarded

Activities:

1. Determine the MdSNA scholarship recipients using the following criteria:
 - Number of years employed in school food service in Maryland
 - MdSNA offices and Committee memberships held
 - Membership in other professional organizations
 - Aims and goals included on application
2. Score each criterion with a value of 0 through 5.
3. Keep membership informed about other appropriate scholarships and loans.

4. Announce the names of scholarship recipients in the MdSNA newsletter.

MARYLAND SCHOOL NUTRITION ASSOCIATION SCHOLARSHIP PROGRAM - APPLICATION INFORMATION

Purpose:

The purpose of this program is to encourage interest in the field of School Food Service and to encourage professional advancement of its members for personal benefit and benefit to the profession.

Goals:

1. To establish a Maryland School Nutrition Association scholarship program.
2. To inform the membership of the availability of funds and requirements for receiving a scholarship.
3. To encourage an interest and a contribution from local chapters, individual members or groups and purveyors to the food service industry.

Requirements:

1. Must be a member in good standing of the Maryland School Nutrition Association and the local chapter.
2. Must be currently employed in a school food service program in Maryland.
3. Must be enrolled in an acceptable job-related course in an accredited school or program.
4. Must receive a “C” (2.00), a “Pass” in a Pass/Fail grading system, or a “Completed Program” certification statement.
5. Must submit a completed Maryland School Nutrition Association Scholarship Application Form. This form is included.

How Awarded:

Awards are made by the Scholarship Committee of the Association based upon review of previous achievement by the MdSNA members.



Scholarship Application

Name of Applicant _____
Last
First
Middle

Home Address _____

Phone Number _____ Email _____ MdSNA Membership Exp. Date _____

Employed By _____
(Name of School System/Sponsor)

Present Position _____ Years Employed _____

Present Education and Professional Training

<i>Name & Location of Institution</i>	<i>Dates Attended From-To</i>	<i>Degree Diploma and Date Received</i>	<i>Semester Hours Credit Beyond Bachelor Degree</i>
_____	_____	_____	_____

High School _____

College _____

Goals: Why do you desire this scholarship?

Course/ Class Requesting _____

Breakdown of Costs Requested

Tuition/ Class Fee	\$ _____	
Textbook/Materials	\$ _____	
	\$ _____	Total of Costs Requested

Are you being reimbursed by any other organization for your course of study? Yes No

If yes, indicate the amount of the reimbursement. \$ _____

I understand if I am awarded this scholarship I must receive a “C” (2.00), a “Pass” in a Pass/Fail grading system, or a “Completed Program” certification statement. I hereby certify that all answers to these questions and all statements of this application are true, and do agree and understand that any misstatements of material facts contained in this application may cause forfeiture upon my part of all rights to any scholarship sought thereafter.

Signature of Applicant *Date*

LETTER TO SCHOLARSHIP APPLICANTS

(Date)

To: MdSNA Scholarship Applicant

From: Scholarship Committee

Subject: Reporting Grades

Upon completion of the course of study for which you are applying for the MdSNA scholarship, send a copy of your transcript of grades or certificate of completion to:

Scholarship Chairperson
Maryland School Nutrition Association
(Address)