



Director of the Year Award Nomination Form

Please remember to type your nomination and be sure to limit your responses to not exceed the word count maximums listed. Please double check that the nominee is a current SNA member who currently holds an SNA Certificate in School Nutrition or the SNS Credential and has been a school foodservice director and SNA/state association member for at least five years. Not following these rules will result in a disqualified nomination. You are encouraged to submit this form online at schoolnutrition.org/SNAawards.

Nominee's Information

Name of Nominee: _____ Job Title: _____

School District: _____ State: _____

Phone Number: _____ Email Address: _____

Please confirm that this individual meets the following requirements*:

- Current SNA Member in the District Director or Major City Director section
- SNA Member in the District Director or Major City Director section for at least 5 years (# of years: _____)
- School Food Service Director for at least 5 years (# of years: _____)
- Currently holds a SNA Certificate in School Nutrition or the SNS Credential

What state or national leadership position(s) has the nominee held? (Please list positions below.)

Your Information

Your Name: _____

Your Phone Number: _____

Your Email Address: _____

How do you know the nominee?

*You may confirm the membership and certification/credentialing status of the nominee by contacting your State SNA President or the SNA Service Center at (301) 686-3100 or servicecenter@schoolnutrition.org.

Please consider how the employee’s work demonstrates contributions made within the four key areas of the USDA Professional Standards, which include:

- Nutrition
- Operations
- Administration
- Communications & Marketing

To eliminate bias, SNA would like to ensure that the nominee’s identity remains anonymous to the judges. Please do not reference the nominee or the nominee’s school district by name in your responses below.

Section 1: Program Enhancement (30 points)

Please provide 3 specific examples demonstrating how the nominee has positively impacted the foodservice program during their career as a school nutrition director. Please do not reference the nominee or school district by name. Only refer to the nominee as “the nominee” or “he/she”. Please include specific facts and details about how the director has impacted and marketed the school food service program, such as by increasing participation, getting the finances in order, etc.) Up to 10 points will be awarded per example. (WORD COUNT MAX: 100 words per example)

- 1.

- 2.

- 3.

Section 2: Staff Development (20 points)

Please provide 2 specific examples demonstrating how the nominee has provided training and/or mentoring for their staff during their career as a school nutrition director. Please do not reference the nominee or school district by name. Only refer to the nominee as “the nominee” or “he/she”. Please include the topics of trainings, when and how the mentoring developed, approximate date of training, estimated number of participants, if the training is ongoing or new, and how the training or mentoring has impacted the work of the staff/ the specific benefits of the trainings (such as staff retention, stipends for staff, improved work environment, etc.). Up to 10 points will be awarded per example. (WORD COUNT MAX: 100 words per example) Up to 10 points will be awarded per example.

- 1.

- 2.

Section 3: School Involvement (15 points)

Please provide 3 specific examples demonstrating how the nominee has developed relationships with students, faculty, the school board, and/or the superintendent to promote school foodservice programs in their schools. Please do not reference the nominee or school district by name. Only refer to the nominee as “the nominee” or “he/she”. Please include specific details about events held, outreach conducted, and materials created, including dates, targeted audience and impact on the school foodservice programs and schools. Up to 5 points will be awarded per example. (WORD COUNT MAX: 100 words per example)

- 1.

- 2.

- 3.

Section 4: SNA Involvement (20 points)

Please provide 2 examples each of how the nominee has personally been involved with SNA and how the nominee has promoted involvement in SNA to their employees during their career as a school nutrition director. Please do not reference the nominee or school district by name. Only refer to the nominee as “the nominee” or “he/she”. Please include specific details, such as specific outreach conducted by the director to employees about SNA membership and specific SNA membership promotions. Please include dates and explain the impact the director has had on SNA membership within their district. Up to 5 points will be awarded per example. (WORD COUNT MAX: 100 words per example)

Personal SNA Involvement:

- 1.

- 2.

Promotion of SNA Involvement to Staff:

- 1.

- 2.

Section 5: Community Outreach (15 points)

Please provide 3 specific examples demonstrating how the nominee has promoted school foodservice programs in their district to parents, the media, and community organizations during their career as a school nutrition director. Please do not reference the nominee or school district by name. Only refer to the nominee as “the nominee” or “he/she”. Please include specific details about events held, outreach conducted, and materials created, including topics, targeted audience and impact on your school nutrition program and school. Up to 5 points will be awarded per example. (WORD COUNT MAX: 100 words per example)

1.

2.

3.