



**Feeding Bodies. Fueling Minds.™**

# **2024-2025**

## **MdSNA**

# **Chapter Handbook**

*MdSNA Leadership Workshop*  
*October 25, 2024*  
*Ocean City, Maryland*



# Maryland School Nutrition Association

## 2024-2025 Calendar of Events



### OCTOBER 2024

October 14-18	National School Lunch Week 2024 "School Lunch Pirates: Find Your Treasure"
October 25-26	70th Annual MdSNA Convention, Ocean City

### NOVEMBER 2024

November tbd	Fall Industry Boot Camp Virtual
November 1	Articles due to Serving Spoon Editor
November 5	Convention Wrap Up/Recap Meeting, 2 p.m. Zoom
November 21	MdSNA Executive Committee Mtg., 2 p.m., Zoom

### DECEMBER 2024

December 1	Serving Spoon Distribution
December 10	MdSNA Convention Committee Mtg., 2 p.m., Zoom
December 12	MdSNA Executive Board Mtg., 2 p.m., Zoom
TBD	Chapter Leaders Meeting

### JANUARY 2025

January 19-21	SNA School Nutrition Industry Conference Pheonix, Arizona
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### FEBRUARY 2025

February 1	Articles due to Serving Spoon Editor
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### MARCH 2025

March 1	Serving Spoon Distribution
March 1	MdSNA State winners of Employee of the Year, Manager of the Year and Director of the Year nominations submitted to SNA for regional/ national award entry
March 3-7	National School Breakfast Week 2025 "Clue In To School Breakfast"
March 6	MdSNA Executive Committee Mtg., 11 a.m., Zoom
March 9-11	SNA Legislative Action Conference, Wash., DC
March 13	MdSNA Legislative Action Conference
March 25	MdSNA Convention Committee Mtg., 2 p.m., Zoom
March 27	MdSNA Executive Board Mtg., 2 p.m., Zoom
TBD	Chapter Leaders Meeting

### APRIL 2025

TBD	SNA National Leadership Conference
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### MAY 2025

May TBD	MdSNA Education Workshops
May 1	Articles due to Serving Spoon Editor
May 2	National School Lunch Hero Day
May 15	Chapter Strategic Plan due to MdSNA President
May 8	MdSNA Executive Committee Mtg., 11 a.m., Zoom
May 13	MdSNA Convention Committee Mtg., 2 p.m., Zoom
May 15	MdSNA Executive Board Mtg., 2 p.m., Zoom
May 31	Resolutions due to Bylaws Chairman for HOD
May 31	Nominations due to local chapters awards designee for Manager of the Year in Honor of Louise Sublette, Employee of the Year, Rhonda Motley Gold Success Award, Innovation Award
TBD	Chapter Leaders Meeting

### JUNE 2025

June 1	Serving Spoon Distribution
June 15	List of local chapters' new officers due to MdSNA Executive Secretary

### JULY 2025

July 12-15	SNA Annual National Conference San Antonio, TX
July 31	County award winners and their nominations for Director of the Year, Manager of the Year in Honor of Louise Sublette, Employee of the Year, Rhonda Motley Gold Success Award, Innovation Award due
July 31	Sustaining Industry Partnership Applications Due
TBD	Chapter Leaders Meeting

### AUGUST 2025

August 1	Articles due to Serving Spoon Editor
August 7	MdSNA Executive Committee Mtg., 2 p.m., Zoom
August 14	MdSNA Convention Committee Mtg., 11 a.m., In Person
August 14	MdSNA Executive Board Mtg., 1:15 p.m., In Person

### SEPTEMBER 2025

September 1	Serving Spoon Distribution
TBD	Chapter Leaders Meeting

### OCTOBER 2025

October 13-17	National School Lunch Week 2025
TBD	70th Annual MdSNA Convention

\*Awards and Scholarship applications accepted year-round.

\*\*Check back frequently to [www.MdSNA.org](http://www.MdSNA.org) for latest calendar updates.

1

## VOICE OF SCHOOL NUTRITION

- Continue to elevate the image of school nutrition professionals.
- Encourage members to enhance their education about school nutrition.
- Continue to recognize school nutrition professionals.

2

## CAREER DEVELOPMENT AND GROWTH

- Offer the membership opportunities to network and expand their knowledge of the School Nutrition Association.
- Promote professional growth opportunities to our membership.
- Promote leadership opportunities within MdSNA.
- Educate the membership on DEIA – Diversity, Equity, Inclusion, and Access.

3

## STAKEHOLDER COMMUNITY

- Strengthen our relationship with our Sustaining Industry Partners.
- Strengthen our relationship with our chapters and county school districts stakeholders.
- Strengthen our relationship with our allied partners.
- Strengthen our relationship with our legislators.

4

## THRIVING ORGANIZATION

- Work with chapters to educate all employees of child nutrition programs in the state about the benefits of being a member of MdSNA and SNA.
- Continue to hold a web based quarterly chapter leaders meeting.
- Work to support our chapters.
- Seek new revenue opportunities.

# 2024-2025 Plan of Work



Maryland School Nutrition Association

# 1

## VOICE OF SCHOOL NUTRITION

- Continue to elevate the image of school nutrition professionals.
- Encourage members to enhance their education about school nutrition.
- Continue to recognize school nutrition professionals.

**How can your chapter provide opportunities that will focus on the school nutrition profession?**

**How can your chapter elevate the image and recognize school nutrition professionals?**

# 2024-2025 Plan of Work

***Implementation  
at the Local  
Chapter Level***



Maryland School Nutrition Association

## CAREER DEVELOPMENT AND GROWTH

- Offer the membership opportunities to network and expand their knowledge of the School Nutrition Association.
- Promote professional growth opportunities to our membership.
- Promote leadership opportunities within MdSNA.
- Educate the membership on DEIA – Diversity, Equity, Inclusion, and Access.

**What can your chapter do to include county director participation in the chapter SNA?**

**How can your chapter promote growth opportunities for membership at the state level?**

**How can your chapter increase its awareness on DEIA (Diversity, Equity, Inclusion and Access) for its members?**

# 2024-2025 Plan of Work

## *Implementation at the Local Chapter Level*



Maryland School Nutrition Association

## STAKEHOLDER COMMUNITY

- Strengthen our relationship with our Sustaining Industry Partners.
- Strengthen our relationship with our chapters and county school districts stakeholders.
- Strengthen our relationship with our allied partners.
- Strengthen our relationship with our legislators.

**How can your chapter increase its awareness of while building relationships with allied partners?**

**How can you educate legislators on the importance of child nutrition programs at the local level?**

**How can your chapter strengthen its relationship with school based and district leadership?**

# 2024-2025 Plan of Work

## *Implementation at the Local Chapter Level*



Maryland School Nutrition Association

## THRIVING ORGANIZATION

- Work with chapters to educate all employees of child nutrition programs in the state about the benefits of being a member of MdSNA and SNA.
- Continue to hold a web based quarterly chapter leaders meeting.
- Work to support our chapters.
- Visit various schools across the state to promote the association.
- Seek new revenue opportunities.

**How can you promote MdSNA membership at the local level?**

**How can you improve communication to the members of your chapter?**

**In what ways can you build relationships with nearby county chapters?**

# 2024-2025 Plan of Work

***Implementation  
at the Local  
Chapter Level***



Maryland School Nutrition Association



## PARTICIPATION

By chapter's President and President Elect

- MdSNA Leadership Workshop
- MdSNA 2025 Spring Legislative Workshop
- MdSNA 2025 Spring Education Workshop
- MdSNA Executive Board Meetings in January, March, June and September
- Chapter Update article for the *Serving Spoon* in Spring, Summer and Fall 2025 editions
- Submission of Google Form Plan of Work with Checklist by May 15, 2025

# 2024-2025 Plan of Work

## *Chapter Leader Participation*



Maryland School Nutrition Association

# Chapter Plan of Work

\* Indicates required question

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1. Email \*

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2. Name of President \*

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3. Name of Chapter President Elect \*

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4. Address of President \*

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5. Phone number of President

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Focus 1 of 4 Objective: VOICE OF SCHOOL NUTRITION

State Goals:

- Continue to elevate the image of school nutrition professionals.
- Encourage members to enhance their education about school nutrition.
- Continue to recognize school nutrition professionals.

6. How can your chapter provide opportunities that will focus on the school nutrition profession?

How can your chapter elevate the image and recognize school nutrition professionals?

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Focus 2 of 4 Objective: CAREER DEVELOPMENT AND GROWTH

State Goals:

- Offer the membership opportunities to network and expand their knowledge of the School Nutrition Association.
- Promote professional growth opportunities to our membership.
- Promote leadership opportunities within MdSNA.
- Educate the membership on DEIA – Diversity, Equity, Inclusion, and Access.

7. What can your chapter do to include county director participation in the chapter SNA?

How can your chapter promote growth opportunities for membership at the state level?

How can your chapter increase its awareness on DEIA (Diversity, Equity, Inclusion and Access) for its members?

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Focus 3 of 4 Objective: STAKEHOLDER COMMUNITY

State Goals:

- Strengthen our relationship with our Sustaining Industry Partners.
- Strengthen our relationship with our chapters and county school districts stakeholders.
- Strengthen our relationship with our allied partners.
- Strengthen our relationship with our legislators.

8. How can your chapter increase its awareness of while building relationships with allied partners?

How can you educate legislators on the importance of child nutrition programs at the local level?

How can your chapter strengthen its relationship with school based and district leadership?

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Focus 4 of 4 Objective: THRIVING ORGANIZATION

State Goals:

- Work with chapters to educate all employees of child nutrition programs in the state about the benefits of being a member of MdSNA and SNA.
- Continue to hold a web based quarterly chapter leaders meeting.
- Work to support our chapters.
- Seek new revenue opportunities.

9. How can you promote MdSNA membership at the local level?

How can you improve communication to the members of your chapter?

In what ways can you build relationships with nearby county chapters?

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Submission

Each chapter president is responsible for completing a Chapter Plan of Work Report by May 15, 2025. MdSNA recommends that chapters update their progress on the plans throughout the course of the year, but this report in its entirety is due all at once to MdSNA in May.

Chapter President Checklist

To be completed and submitted by May 15, 2025.

Attendance at the following:

10. MdSNA Leadership Workshop, Fall 2024

*Check all that apply.*

- ☐ President
- ☐ President Elect

11. MdSNA Legislative Workshop, Spring 2025

*Check all that apply.*

- ☐ President  
☐ President Elect

12. MdSNA Spring Education Workshop, Spring 2025

*Check all that apply.*

- ☐ President  
☐ President Elect

MdSNA Executive Board Meeting (attendance at a minimum of two meetings is recommended):

13. September 2024

*Check all that apply.*

- ☐ President  
☐ President Elect

14. December 2024

*Check all that apply.*

- ☐ President  
☐ President Elect

15. March 2025

*Check all that apply.*

- ☐ President  
☐ President Elect

Submission of the following by May 15, 2025

16. Chapter Annual Plan of Work

*Check all that apply.*

- ☐ President
- ☐ President Elect

17. Chapter President's Checklist (this form)

*Check all that apply.*

- ☐ President
- ☐ President Elect

Three (3) Chapter News Briefs for Serving Spoon quarterly publication:

18.

*Check all that apply.*

- ☐ Winter 2024 Edition (November 1 deadline)
- ☐ Spring 2025 Edition (February 1 deadline)
- ☐ Summer 2025 Edition (May 1 deadline)

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Google Forms



## NATIONAL AND STATE NEW MEMBER APPLICATION

Member ID \_\_\_\_\_

① Have you ever been a SNA member? ☐ Yes ☐ No

② First Name \_\_\_\_\_ Last Name \_\_\_\_\_

③ Email \_\_\_\_\_ Job Title \_\_\_\_\_

④ School District \_\_\_\_\_ ⑤ School Name \_\_\_\_\_ ⑥ Chapter No. \_\_\_\_\_

⑦ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

⑧ Work Mailing Address (Please indicate preferred mailing address ☐ Work ☐ Home)  
Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

⑨ Home Mailing Address  
Address \_\_\_\_\_ Suite/Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

⑩ Who referred you to SNA? First Name \_\_\_\_\_ Last Name \_\_\_\_\_ (Optional) Member ID: \_\_\_\_\_

⑪ Membership Category (Check either individual membership or school district/state agency membership (SDM). See back for description)

### National Dues

Member Categories	Individual Membership	School District/State Agency Membership
SN Employee	\$44 <input type="checkbox"/>	\$44 <input type="checkbox"/>
Student	\$44 <input type="checkbox"/>	N/A
Retired	\$44 <input type="checkbox"/>	N/A
SN Manager	\$46 <input type="checkbox"/>	\$46 <input type="checkbox"/>
District Director/Supv/Spec	\$155 <input type="checkbox"/>	\$155 <input type="checkbox"/>
Major City Director/Supv/Spec	\$155 <input type="checkbox"/>	\$155 <input type="checkbox"/>
State Agency Director and Staff	\$155 <input type="checkbox"/>	\$155 <input type="checkbox"/>
Nutrition Educator	\$155 <input type="checkbox"/>	\$155 <input type="checkbox"/>
Other	\$155 <input type="checkbox"/>	\$155 <input type="checkbox"/>
Affiliate Employee	\$22 <input type="checkbox"/>	N/A
Affiliate Retired	\$22 <input type="checkbox"/>	N/A

⑫ Employed by? ☐ Public School ☐ Private Management Company  
☐ Private School ☐ CACFP

⑬ Does your employer pay your dues? ☐ Yes ☐ No

⑭ Are you responsible for school nutrition operations in your school district? ☐ Yes ☐ No

National, State Dues and Processing Fee are required.

⑮ NATIONAL DUES \$    .

MD ⑯ STATE DUES\* \$    .

⑰ PROCESSING FEE \$   3 . 0 0

⑱ TOTAL DUES \$    .

⑲ Tax-deductible contribution to SN Foundation  
\_\_\_\$10 \_\_\_\$25 \_\_\_\$50 \_\_\_Other \$    .

⑳ TOTAL PAYMENT \$    .

⑯ Your STATE DUES are: (Record state dues in the space provided on right) \* Select one.

\$6.00 RET/STU/AFE/AFR \$10.00 SNE/SNM

\$15.00 DDS/MCD/SDS/EDU/OTH

㉑ For credit card payment, please visit [www.schoolnutrition.org](http://www.schoolnutrition.org)

㉒ Individual Membership Signature \_\_\_\_\_ Date \_\_\_\_\_

For SDM multiple applicants, you may use a spreadsheet found at  
[www.schoolnutrition.org/sdm](http://www.schoolnutrition.org/sdm).

See reverse side for important information.

Dues subject to change.

㉓ FOR SCHOOL DISTRICT MEMBERSHIP (SDM) ONLY

SDM Main Contact Name \_\_\_\_\_

(Optional) SDM Main Contact Member ID \_\_\_\_\_

Email \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Return this form with your check or money order made payable to SNA.

Mail application to SNA Depository PO Box 719297, Philadelphia, PA 19171-9297

# SNA National and State Membership Application Guidelines

## Membership Application for Individual and School District Memberships.

Instructions for completing the front of this application:

1. Please indicate if you have ever been a SNA member.
2. Print your full name as you would like it to appear in your membership record and on your membership card.
3. Print your email address and job title. All SNA members automatically receive emailed information related to the organization.
4. Print your current school district.
5. Print your current school name.
6. If you know your local chapter number, please fill in.
7. Print your work and home phone number.
8. Print your work mailing address.
9. Print your home mailing address.
10. Print full name of member referrer who introduced you to SNA (only needed for new members). This will give the person credits for Star Club and annual membership campaign drives. Optional: Include referrer's SNA member ID.
11. Please review the membership categories listed. Check one that best describes your position. **School District/State Agency Membership (SDM) is a membership managed or coordinated by the school district/state agency and can be transferred to another individual in the same membership category. Please check with your district to see if you are eligible for SDM.**
12. Please check if you are employed by public school, private school, or private management company.
13. Please indicate if your employer pays your dues.
14. Please indicate if you are responsible for school nutrition operations in your school district.
15. Record your national dues based on membership category checked.
16. Record your state dues based on the dues listed on left side of application under "Your state dues are:"
17. All applications must include the processing fee.
18. Please add national, state dues and processing fee amounts. This is the total dues amount to be paid. Applications with incorrect total amount will be returned resulting in a delay of member benefits.
19. Record your optional contribution to the School Nutrition Foundation. The School Nutrition Foundation is a 501(c)(3) organization and donations are tax deductible. Your contribution of \$10 or more will be acknowledged by the School Nutrition Foundation.
20. Add national dues, state dues, processing fee and any optional contributions. This is the total payment.
21. If paying by credit card, please visit [www.schoolnutrition.org](http://www.schoolnutrition.org).
22. This box must be completed for SDM applicants.
23. Please sign and date your completed application. Required for individual membership only. Mail your application and payment to SNA, SNA Depository PO Box 719297, Philadelphia, PA 19171-9297

Membership dues cover a full year of member benefits. Processing of application takes approximately two to four weeks from receipt of payment. Once application is processed, new members will be able to access and print their membership card by logging in at [www.schoolnutrition.org](http://www.schoolnutrition.org).

Dues Category	Membership Category	Description	Individual Membership	School District/State Agency Membership
<b>SNE</b>	School Nutrition Employee	Cooks, chefs, bakers, bookkeepers, technicians, assistants, etc.	<b>\$44</b>	<b>\$44</b>
<b>STU</b>	Student	Full-time students enrolled in post-secondary nutrition, health or other food related program. Does not include right to vote.	<b>\$44</b>	<b>N/A</b>
<b>RET</b>	Retired	Retired Members.	<b>\$44</b>	<b>N/A</b>
<b>SNM</b>	School Nutrition Manager	Managers, head cooks, head chefs, assistant managers.	<b>\$46</b>	<b>\$46</b>
<b>DDS</b>	School Nutrition Director, Supervisors, Specialist, Executive Chefs	Working in a school nutrition program at the school district level.	<b>\$155</b>	<b>\$155</b>
<b>MCD</b>	School Nutrition Director, Supervisor, Specialist (Major City)	Working in a school nutrition program where the school district enrollment is 40,000 or more or city population is 200,000 or more.	<b>\$155</b>	<b>\$155</b>
<b>SDS</b>	State Agency Director, Supervisor, Specialist	Working in state office for child nutrition programs, including nutrition education.	<b>\$155</b>	<b>\$155</b>
<b>EDU</b>	School Nutrition Educator	Faculty working in a college/university setting.	<b>\$155</b>	<b>\$155</b>
<b>OTH</b>	Other	Principals, Superintendents, Teachers, etc. Does not include right to vote.	<b>\$155</b>	<b>\$155</b>
<b>AFE</b>	Affiliate Part-Time Staff (less than 4 hours daily)	Optional membership category for retired or part-time school nutrition staff. Does not include a subscription to <i>SN</i> magazine or the right to vote in the annual SNA election.	<b>\$22</b>	<b>N/A</b>
<b>AFR</b>	Affiliate Retired		<b>\$22</b>	<b>N/A</b>

Note: Contributions or gifts to SNA are not deductible as charitable contributions for federal income tax purposes. Contributions to the Foundation are deductible for IRS purposes. \$2.00 of your national dues is used for your subscription to the *SN* magazine.

## Page 1 of \_\_\_\_\_

## for treasurer's use only

**Travel Expenses** Please include starting and ending complete street addresses, including zip code.

*Per Diem flat amount will not be reimbursed without itemized breakdown of expenses with supporting receipts. Alcoholic beverages will not be reimbursed.*