

# School Nutrition Association Heart of the Program Award

The School Nutrition Association sponsors a *Heart of the Program Award*. This award is designed to recognize the valuable program contribution of school nutrition employees who work with their manager in daily operations in preparing and serving appetizing meals to children. These employees can make the difference between an outstanding program or an average program.

## Background

The *Heart of the Program Award* initially began as a program on the state level. The award was created to recognize outstanding school nutrition employees who exhibit an extraordinary commitment to the nutrition program. The popularity of state award programs prompted the creation of the national *Heart of the Program Award*.

## The Award

Employees influence the quality of school nutrition programs by customer service, interest in young people, cooperation, work attendance, creativity, participation in professional growth and training and their willingness to “Go The Extra Mile” when necessary. These qualities are used to evaluate the *Heart of the Program Award* entries. Employees who are preparing and serving food are the *Heart of the Program*. Because the *Heart of the Program Award* is being implemented by states now, the same criteria will be used for the national award.

## Who Is Eligible

This award is intended to recognize non-management staff. Foodservice/Nutrition and Child Care Employee staff members, excluding managers, may be nominated to win this award. A Foodservice/Nutrition or Child Care Employee staff member is one who is assigned to one school or a kitchen that serves more than one school. Nominations must be originated and submitted by any employee in the school or childcare center. These employees may select one person who meets the criteria described on the nomination form to represent their school at the state level. You cannot nominate or recommend yourself for the *Heart of the Program Award*.

## General Instructions

- All judges (state, regional and national) will use the official score sheet to evaluate entries.
- All award entries are confidential and not to be shared.
- The categories and points assigned to each category are as follows:

Section 1 - Customer Service (Interaction with peers, students, school staff and community) .....	25
Section 2 - Demonstrates Creativity .....	20
Section 3 - Professional Growth and Training .....	20
Section 4 - Willingness to “Go the Extra Mile” .....	25
Section 5 - Work Attendance .....	10
<b>Total Possible Points.....</b>	<b>100</b>

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## Entry Guidelines

### General Qualifications

Only one person per school may be nominated for the state competition. The nominee must be:

- An SNA member in the Foodservice/Nutrition or Child Care Employee section. Membership is required both during the time described in entry form and at the time the entry is submitted.
- Certified by the SNA certification program.
- Employed in a school foodservice or childcare nutrition program.

### Timetable

- Nomination forms and judging criteria will be available by **September 1**.
- All entries must be received by the state affiliate presidents by **January 2**.
- State winning entries must be received by the Regional Directors by **March 15**.
- Regional winner selected by **April 5**.
- National winner selected by **May 1**.

### Requirements for Submitting a Nomination

- Nominations must originate and be submitted by school employees.
- Documentation is limited to the space provided on the entry form and an official attendance record.
- Judging will be based on previously stated criteria.

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**Nomination Form  
Form A**

**Demonstrates Creativity:** Describe how nominee demonstrates creativity in their work whether in food presentation or preparation, helping to promote the program, solving problems, etc. (2 paragraph maximum)

**Professional Growth and Training:** Describe what nominee has done to continue their professional growth and development. Certification, education, type of professional development, meetings attended, etc. (1 paragraph maximum)

**Willingness to “Go the Extra Mile”:** Describe overall why nominee deserves award and give examples where they have gone above and beyond. (2 paragraph maximum)

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State/Regional/National Entry Form  
Form B

Name of Nominee: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

SNA Membership Number: \_\_\_\_\_ School: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Certification Expiration Date: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ District: \_\_\_\_\_

\_\_\_\_\_ District SF Director: \_\_\_\_\_

District Phone Number: \_\_\_\_\_

**FOR STATE APPROVAL ONLY**

Date Submitted to State President: \_\_\_\_\_ Deadline: **March 1**

\_\_\_\_\_  
State President's Signature

\_\_\_\_\_  
Date

**FOR REGIONAL APPROVAL ONLY**

Date Submitted to Regional Director: \_\_\_\_\_ State of: \_\_\_\_\_ Deadline: **March 15**

\_\_\_\_\_  
Regional Director's Signature

\_\_\_\_\_  
Date

**FOR NATIONAL APPROVAL ONLY**

Date Submitted to National: \_\_\_\_\_ State of: \_\_\_\_\_

\_\_\_\_\_  
Committee Chair's Signature

\_\_\_\_\_  
Date

## School Nutrition Association Heart of the Program Award

### Checklist: Person Submitting Nomination

For use by person preparing and submitting nomination. Use is strictly optional. Do not submit with project.

Activity to Complete Award Entry	Date Completed or Checked (√)	Comments
<b>Met General Qualifications</b>		
• SNA Member		
• SNA Certified		
• Foodservice Employee (not a manager)		
<b>Timetable</b>		
• Entry and Nomination Form sent to State President prior to <b>March 1</b>		
<b>Requirements for Project</b>		
• Official format used and all sections completed (See attached Format Checklist)		
• Nomination Form A		
• Entry Form B		