



## Manager of the Year Award

*In honor of Louise Sublette*

### 2017-18 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. Not following these rules will result in a disqualified nomination. You are encouraged to submit this form online at [schoolnutrition.org/SNA](http://schoolnutrition.org/SNA) awards.

#### Nominee's Information

Name of Nominee: \_\_\_\_\_ Job Title: \_\_\_\_\_

School: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

School Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

School District: \_\_\_\_\_ State: \_\_\_\_\_

District Director: \_\_\_\_\_ Director's Phone Number: \_\_\_\_\_

Please confirm that this individual meets the following requirements:

- Current SNA Member in the SN Manager section\*
- Currently holds a SNA Certificate in School Nutrition or the SNS Credential\*
- Currently employed in a school foodservice or childcare nutrition program
- Currently employed as a school nutrition/ kitchen manager in a school or central kitchen

#### Your Information:

Your Name: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

How do you know the nominee?

\*You may confirm the current membership and certificate/SNS status of the nominee by contacting your State SNA President or the SNA Service Center at (301) 686-3100 or [servicecenter@schoolnutrition.org](mailto:servicecenter@schoolnutrition.org).



Please consider how the employee’s work demonstrates contributions made within the four key areas of SNA’s *Keys of Excellence* program, 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/school district by name in your responses below.

**Section 1: Cafeteria Environment (30 points)**

Please provide 3 specific examples of how the nominee has provided quality customer service to students, school staff, and/or kitchen staff during their career as a school nutrition manager to create a positive cafeteria environment for all. Please do not reference the nominee or school/school district by name. Only refer to the nominee as “the nominee” or “he/she”. Up to 10 points will be awarded per example. (WORD COUNT MAX: 100 words per example)

- 1.
- 2.
- 3.

**Section 2: Management and Staff Development (30 points)**

Please provide 3 specific examples demonstrating how the nominee has provided leadership, training, and/or mentoring for their staff during their career as a school nutrition manager. Please do not reference the nominee or school/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)

- 1.
- 2.
- 3.

**Section 3: 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 manager. Please do not reference the nominee or school/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 manager to employees about SNA membership and specific SNA membership promotions. Please include dates and explain the impact the manager 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 Your Staff:**

- 1.
  
  
  
  
  
  
  
  
  
  
- 2.

**Section 4: School and Community Outreach (20 points)**

Please provide 2 specific examples each demonstrating how the nominee has promoted their school’s foodservice program to their school (such as students, teachers, and administrators) and to the community (such as parents, the media, and community organizations) during their career as a school nutrition manager. Please do not reference the nominee or school/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)

**School Outreach:**

- 1.
  
  
  
  
  
  
  
  
  
  
- 2.

**Community Outreach:**

- 1.
  
  
  
  
  
  
  
  
  
  
- 2.