

# School Nutrition Association

## Louise Sublette Award of Excellence

Each year, SNA honors school nutrition professionals with the *Louise Sublette Award of Excellence*, which is considered the highest honor a school nutrition manager can earn. It recognizes the importance of those closest to the school nutrition program, the managers. A school nutrition manager is defined as someone who is based in a school and has supervisory or management responsibilities over kitchen operations.

### **Background**

The award is named in memory of Louise Sublette, a leader in school nutrition programs in Tennessee and in SNA. During her 43 years in the profession, she worked with many areas of foodservice and nutrition-- public schools, colleges, hospitals and elderly feeding programs. Her name is given to this high award because throughout her life, Louise Sublette emphasized that the success of school nutrition depends upon those professionals who work in school nutrition programs.

### **The Award**

Foodservice/Nutrition manager members of SNA know that every special idea they use often improves the child nutrition program in their school. The award 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. By sharing these "success stories" good ideas can spread across the country and make school nutrition programs better.

### **Who May Apply**

Only Foodservice/Nutrition and Child Care Manager section members who are SNA certified may apply for this award. A Foodservice/Nutrition Manager/Head Cook/Assistant Manager and Child Care Manager section member and is paying SNA membership dues within the Foodservice/Nutrition Manager/Head Cook/Assistant Manager section is one who is assigned to one school or to a central kitchen that serves more than one school. Child Care members must be a provider with a child/day/family or name care center provider. The person may have responsibilities for more than one school but cannot be employed as a supervisor on a system-wide basis.

### **Recognition**

State, regional and national winners are recognized at SNA's Annual National Conference. State winners receive a plaque. Regional winners receive a plaque, \$100 and a complimentary registration for the current year's ANC. Regional winners are recognized at a general session at ANC where the national winner is announced. The national winner is awarded a plaque and an expense paid trip to the next year's ANC.

# School Nutrition Association Louise Sublette Award of Excellence

## Description

**Local Louise Sublette Award of Excellence** (*provided by state association*) is a certificate signed by the SNA President and Chair of the Foodservice Employee/Manager Personnel Section. Inscription reads:

School Nutrition Association  
Presents the  
Local Louise Sublette Award of Excellence  
to  
(Name of Individual)  
a member of the Foodservice Manager Section  
in Recognition of Excellence in the  
Child Nutrition Program at:  
(Name of School)  
in the state of  
(Name of State)  
\_\_\_\_ (year ) - \_\_\_\_ (year)

**State Louise Sublette Award of Excellence** is a plaque. Inscription reads:

School Nutrition Association  
Presents the  
State Louise Sublette Award of Excellence  
to  
(Name of Individual)  
in Recognition of Excellence in  
Child Nutrition Programs  
\_\_\_\_ (year ) - \_\_\_\_ (year)

**Regional Louise Sublette Award of Excellence** is a plaque, which features a small lamp of knowledge, \$100 and a complimentary registration for current year's Annual National Conference. Inscription reads:

School Nutrition Association  
Presents the  
Regional Louise Sublette Award of Excellence  
to  
(Name of Individual)  
in Recognition of Excellence in  
Child Nutrition Programs  
\_\_\_\_ (year ) - \_\_\_\_ (year)

**National Louise Sublette Award of Excellence** is a plaque, which features a large lamp of knowledge plus an expense-paid trip to the following year's Annual National Conference. Inscription reads:

School Nutrition Association  
Presents the  
National Louise Sublette Award of Excellence  
to  
(Name of Individual)  
in Recognition of Excellence in  
Child Nutrition Programs  
\_\_\_\_ (year ) - \_\_\_\_ (year)

# School Nutrition Association Louise Sublette Award of Excellence Award Entry Guidelines

## General Qualifications

- The award must be submitted by an individual (single person).
- From start to finish, the School Nutrition Manager person must be:
  - SNA member
  - Member of Foodservice/Nutrition Manager Section (paying dues in the Foodservice/Nutrition Manager/Head Cook/Assistant Manager section)
  - Certified by SNA certification program
  - Employed in a child nutrition program as a Foodservice/Nutrition Manager/Head Cook/Assistant Manager/Child Care Manager

## Project Qualifications

- Project completion must have occurred no more than 11 months prior to being submitted. To submit your application for the March deadline, the specified project has to be completed between **May 1 through April 30**. For example, a project completed in **April 2007** must be submitted no later than **March 1, 2008**.
- No project can take two years to complete. Entries with projects over two years will be disqualified.
- The description of the accomplishments must state the year the events took place. For example, if the goal was to train personnel over two years, the entry should describe the training for the first year and the second year. The project would be submitted the second year.
- State, regional, and national level winners may enter again.
- The same project cannot be re-submitted.

## Timetable

<b>December 1</b>	Letter of intent due to your state president.
<b>March 1</b>	Entry must be received by your state president.
<b>March 15</b>	State Presidents submit state winner to Regional Director.

## Requirements for Submitting Proposal

- Complete Memorandum of Intent and send to your state president (see attached example).
- Official format must be followed. Review explanations on attached forms.
- The maximum number of activities that can be reported in Section 4 is five. You may report less.
- Additional activities can be listed in Section 7.
- There may be one to three pieces of documentation per page. Be sure to choose carefully.
- Books will be disqualified if there is more than three pieces of documentation per page.

## **Louise Sublette Award of Excellence Award Entry Guidelines Continued**

- There may be no more than 12, one-sided pages, including application page. All pages must be 8 1/2 by 11. Larger pages will disqualify entry.
- Videotapes, cassette tapes, slides or any other special materials are not allowed. Include condensed scripts as part of your documentation.
- Decorative covers will not be considered by the judges.
- Review the evaluation sheet.
  - Is the purpose of the project clearly stated?
  - Are the activities clearly defined?
  - Do the results reflect measurable outcomes of the activities?
  - Was the purpose achieved?
  - Is the proof valid and does the proof relate the activity?

## MEMORANDUM

**TO:** \_\_\_\_\_ State President  
State Affiliate Name

\_\_\_\_\_  
Name of Current President

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**FROM:** \_\_\_\_\_  
Name of Project Entrant

\_\_\_\_\_  
School / District

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Membership Section (Please note that all applicants must be within the Foodservice/Nutrition Manager/Head Cook/  
Assistant Manager and Child Care Manager section)

**SUBJECT:** Louise Sublette Award of Excellence, Memorandum of Intent to Enter Contest

**DATE:** \_\_\_\_\_

This is to advise you that I will be submitting an entry for the **2007-2008** Louise Sublette Award of Excellence.

I have a copy of the forms I must use and understand the complete application must be in your hands by **March 1, 2008**.

# **School Nutrition Association Louise Sublette Award of Excellence**

## **Organizing and Reporting on the Project**

### **Section 1: Description/Scope**

This section should answer the question: What is your present program like?

- Describe your school nutrition program. Include:
  - a brief description of what you are now doing.
  - school's classification (middle, elementary, high, etc.).
  - enrollment, number of lunches and breakfast served daily, and type of service, such as offer vs. serve; scramble self service; food bars, etc.

### **Section 2: Appropriateness (The area identified for your project activity and why it is needed)**

This section will answer the question: What do I want to change and why does it need changing?

- Sample areas may include (suggestions only, they are not required and not limited to this list)
  - Implementing the Dietary Guidelines (State need for)
  - Training program for staff (Tell why the staff needs the type of training you suggest)
  - Increased participation (State where students now eat lunch/breakfast; identify target groups)
  - Nutrition Education (Tell what is being done and what should be done)

### **Section 3: Defined Purpose (State in measurable terms the purpose of the project)**

This section will answer the question: How will I know if I have succeeded?

- Measurable means that you can "measure" the results. Examples include:
  - To increase participation from 65% of enrollment to 75% of enrollment.
  - To provide 10 hours staff training in equipment safety and food production techniques.

### **Section 4: Activities (To accomplish the stated purpose the following activities were initiated)**

This should answer the question: What must I do to accomplish the purpose of this project?

- A maximum of five activities can be listed. You can list 3 or up to 5. Examples include:
  - Posted nutrition information on student bulletin boards.
  - Taught nutrition in fifth grade classroom; each session 30 minutes long.
  - Health Department official presented instructions for meeting state sanitary requirements.

## Louise Sublette Award - Organizing and Reporting Continued

### Section 5: Documentation (List documentation of activities and include a maximum of one page of documentation for each activity.)

This should answer the question: What did I do to make the project a success?

- There may be one to three pieces of documentation per page.
- Do not include foldout documents. All documents must be flat on the page.
- If you reduce document size, they must be readable from a normal reading distance.
- Examples include:
  - Pictures of posters used to promote nutrition education.
  - Newspaper articles with picture reporting on nutrition fair at \_\_\_\_\_ school.
  - Copy of letter from [Mrs. Jones] concerning class activity.

### Section 6: Presentation of Results (List accomplishments in measurable terms, attach maximum of two pages of documentation.)

This should answer the question: What did the project accomplish?

- Examples include:
  - Participation was increased during the period **November 2007 - March 2008** from 65% to 75%. Documentation could include a graph or chart of the participation each month.
  - Twenty-five staff members received certificates for completing ten hours of training from Gallieo's course (Food Production Techniques). Documentation could include a miniature certificate and class roster.

### Section 7: Additional Activities (Describe other activities used to help accomplish project.)

This should answer the question: What other factors contributed to the success of this project?

- Examples include: Personal contacts. Each cook contacted five parents to explain food service and to encourage them to have their children eat in the cafeteria.

***Do NOT submit documentation for this section.***

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**Entry Form**

Name \_\_\_\_\_ School \_\_\_\_\_  
Address (home) \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone (home) \_\_\_\_\_ Telephone (school) \_\_\_\_\_  
State Affiliate \_\_\_\_\_ Region \_\_\_\_\_  
Membership No. \_\_\_\_\_ Certification Expiration Date \_\_\_\_\_  
Name of Principal or Immediate Supervisor \_\_\_\_\_

\_\_\_ I certify that I am a manager who is based in a school and has supervisory or management responsibilities over kitchen operations.

\_\_\_ I certify that the information contained in the Louise Sublette Award of Excellence application is correct and that the project was initiated and completed by me.

\_\_\_\_\_  
Signature of Member Date

**FOR STATE APPROVAL ONLY**

Date Submitted to State President \_\_\_\_\_

Deadline: **March 1**

\_\_\_\_\_  
Signature of State President Date

**FOR REGIONAL APPROVAL ONLY**

Date Submitted to Regional Director \_\_\_\_\_ State of \_\_\_\_\_

Deadline: **March 15**

\_\_\_\_\_  
Signature of Regional Director Date

**FOR NATIONAL APPROVAL ONLY**

Date Submitted to Chair of Section Chairs \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
Signature of Regional Director Date

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**Project Report**

Name of School: \_\_\_\_\_ Year of Project: \_\_\_\_\_

NOTE: Excess documentation or pages will disqualify the entry.

**1. Describe present school nutrition program.**

**2. Identify the area for project activity and why area was chosen.**

## **Louise Sublette Award of Excellence Project Report Continued**

**3. The purpose of the project was to: (state purpose in measurable terms).**

**4. To accomplish the stated purpose, the following activities were initiated. (List 3-5 activities used to accomplish purpose.)**

## **Louise Sublette Award of Excellence Project Report Continued**

**5. List documentation of activities in space provided below and attach a maximum of one page of documentation per activity.**

**6. List what was accomplished; measurable results of project; and attach a maximum of two pages of documentation.**

## **Louise Sublette Award of Excellence Project Report Continued**

- 7. Describe other activities used to help accomplish the project. Do not submit documentation for this section.**

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### Checklist: Person Entering Project

For use by person preparing and submitting a project to help make sure everything is included. Its use is strictly optional and must not be submitted with project.

Activity to Complete Award Entry	Date Completed or Checked	Comments
<b>Met General Qualifications</b>		
· SNA Member within the Foodservice/ Nutrition Manager/Head Cook/Assistant Manager and Child Care Manager section		
· SNA Certified		
· Employed as a Foodservice/Nutrition Manager/Head Cook/Assistant Manager or Child Care Manager		
<b>Project Qualification</b>		
· Year of Award		
· New Project (Not previously submitted)		
<b>Timetable</b>		
· Project sent to State President prior to <b>March 1</b>		
<b>Requirements for Project</b>		
· Memorandum of Intent Mailed to State President ( <b>Dec. 1</b> )		
· Official format used and all sections completed (See attached Format Checklist)		
· Number of Activities completed for project (3-5 activities)		
· Number of (8½x11) documentation pages included (1 page per activity) <b>one side only</b>		
· Application Form (LS-B) - (1 Page)		
· Project Report Form (LS-C) - (4 Pages)		
· Section 5- Documentation Pages (5 Pages Maximum)		
· Section 6- Proof Pages (2 Pages Maximum)		
· Other Activities Defined in Section 7		
· Pages (8½x11) <b>one side only</b> (12 Pages Maximum)		

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**Format Checklist**

**FOR: State Presidents  
SNA Regional Directors  
SNA Program Chairs**

Use checklist to screen all entries prior to judging.

**VERIFICATION**

- Verified: SNA Member (Foodservice/Nutrition Manager/Head Cook/Assistant Manager and Child Care Manager section dues)
- Verified: SNA Certified
- Project does not exceed 2-year time limit

**FORMAT**

- Paper Size 8½ x 11 -- Single Side Only
- Total number pages -- 12 pages maximum

**SECTION 5**

- Number of Activities: 5 maximum
- Documentation Pages: 5 pages maximum  
(NOTE: No more than 3 pieces of documentation per/page)

**SECTION 6**

- Proof Pages -- Results Section: 2 pages maximum  
(NOTE: No more than 3 pieces of documentation per/page)

# School Nutrition Association Louise Sublette Award of Excellence

## Evaluation and Judging

### General Instructions

- All judges (state, regional and national) will use the official score sheet to evaluate entries. The entry with the largest numerical score will be the winner.
- The categories and points assigned to each category are as follows:

<b>Section 1</b> - Descriptions/Scope .....	5
<b>Section 2</b> - Appropriateness .....	5
<b>Section 3</b> - Defined Purpose .....	15
<b>Section 4</b> - Activities .....	20
<b>Section 5</b> - Documentation .....	15
<b>Section 6</b> - Presentation of Results .....	25
<b>Section 7</b> - Additional Activities .....	15
<b>Total Possible Points</b> .....	<b>100</b>

Judges will note strengths and areas of improvement on all entries.

### State Responsibilities

State Presidents receive all entries by **March 1** and will:

- Study carefully the criteria for Louise Sublette Award of Excellence.
- Entries will be judged on the rules and if the format (Format Checklist page 17) is not followed the work must be disqualified. (Even if it is the only entry from that state.)
- Select a minimum of three judges to evaluate the project reports. The judges shall use the official score sheet, page 20. It is suggested that one of the judges should be part of the Foodservice/Nutrition/Head Cook/Assistant Manager and Child Care Manager section.
- Check with SNA Headquarters to verify that entrants are active members and certified.
- Keep the official evaluation summary and composite score sheets on file for one year. (Format Checklist page 17)
- Transmit winning entry to the regional director to be received by **March 15**.
- Notify the winner that his/her application will be judged in the regional competition. Notify other entrants of the judges' decision noting strengths and areas of improvement.
- Plan for appropriate recognition of the State Winner.

### Regional Director Responsibilities

- Study carefully the criteria for Louise Sublette Award of Excellence.
- Publicize the awards and encourage states to participate.
- Assure the receipt of entries from the State Presidents by **March 15** and use Format Checklist to screen all entries.
- Check with SNA Headquarters to verify that entrants are active members and certified.
- Appoint a minimum of three judges to evaluate the entries. The judges shall use the official evaluation, summary and composite score sheets.
- Transmit the regional winning entry to SNA Headquarters.
- Notify regional winner and other entrants of their status after the judging.

## **Louise Sublette Award of Excellence Evaluation and Judging Continued**

### **Regional Director Responsibilities (continued)**

- Headquarters will secure plaques to be presented at ANC and provide complimentary ANC registration to all regional winners.
- Plan for recognition of the state and regional winners at the Annual National Conference.
- Provide information to State/Regional winners regarding ANC recognition events.
- Keep the official evaluation summary and composite score sheets on file for one year.

SNA Regional Directors will act as official judges in the selection of the national winner. In the event of a tie, the SNA President-elect will break the tie. Each judge will:

- Study carefully the criteria for Louise Sublette Award of Excellence and use Format Checklist attached to screen all entries.
- Use the official evaluation, summary and composite score sheets to assign a numerical score to each entry.
- Following independent evaluation, the judges will meet together with the other judges as a team to add total scores for each entry and declare the person receiving the highest total score the winner.
- After the National Leadership Conference, letters of congratulations should be sent to all Regional winners.

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**Evaluation Sheet**

Name of Applicant \_\_\_\_\_

Note: Excess documentation or pages will disqualify the entry.

		<b>Points</b>
<b>Awarded</b>		
<b>Section 1: Description/Scope</b>		
• Does the program description indicate the scope of school nutrition operation?	(5)	_____
<b>Section 2: Appropriateness</b>		
• Is area identified appropriate to school nutrition?	(3)	_____
• Is area identified essential for efficient school nutrition operation?	(2)	_____
<b>Section 3: Defined Purpose</b>		
• Is purpose stated in measurable terms?	(5)	_____
• Is purpose clearly defined?	(5)	_____
• Does purpose relate to a predetermined need for improvement?	(5)	_____
<b>Section 4: Activities</b>		
• Are activities clearly stated?	(5)	_____
• Are activities appropriate to project? (project's purpose)	(5)	_____
• Do activities involve other school nutrition staff at your site?	(5)	_____
• Do activities involve other school staff or organizations?	(5)	_____
<b>Section 5: Documentation</b>		
• Is title of documentation clearly stated?	(3)	_____
• Is documentation on list appropriate to project?	(7)	_____
<b>Activity Pages (documentation)</b>		
• Are activity pages in order listed in Section 5?	(2)	_____
• Are activity pages organized for maximum effect?	(3)	_____

## Louise Sublette Award of Excellence Evaluation Sheet Continued

### Section 6: Review/Presentation of Results

- Is success clearly indicated by the results? (5) \_\_\_\_\_
- Do the accomplishments listed reflect the intent of project?  
(project's purpose) (5) \_\_\_\_\_

### Documentation Sheets

- Does the documentation specifically relate to purpose? (5) \_\_\_\_\_
- Is documentation logically presented? (5) \_\_\_\_\_
- Does documentation contrast the area addressed before and  
after its completion? (5) \_\_\_\_\_

### Section 7: Additional Activities

- Do the additional activities specifically relate to the project? (5) \_\_\_\_\_

### Summary Evaluation

- Did the project demonstrate originality? (4) \_\_\_\_\_
- Was there evidence of prior planning for entire project? (2) \_\_\_\_\_
- Was the project logical and well organized? (2) \_\_\_\_\_
- Did the project project a serious intention for improvement? (2) \_\_\_\_\_
- Subjective evaluation of overall presentation  
(Each judge please write one concise statement) No Point Value \_\_\_\_\_

**Total Points Awarded** \_\_\_\_\_

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**Judges Evaluation Comments**

Name of Applicant \_\_\_\_\_

State \_\_\_\_\_

**STRENGTHS:**

**AREAS FOR IMPROVEMENT:**

**ADDITIONAL COMMENTS:**

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Date