



**SCHOOL  
NUTRITION  
ASSOCIATION**

**SNA Member Awards:  
State Judging Guidance**

The State Association President (or their designee) is charged with the responsibility of facilitating the awards judging process for the SNA Member Awards, specifically the:

- Employee of the Year
- Manager of the Year, in honor of Louise Sublette
- Director of the Year

Below are the deadlines for the judging process for all member awards, as well as guidance to help you navigate this process successfully.

<b>Deadline:</b>	<b>Action:</b>	<b>By Whom:</b>
<b>March 1, 2017*</b>	Award nomination forms submitted online or to State President	SNA Members
<b>March 15, 2017</b>	State Winners selected. Nomination form of winner sent to SNA HQ for recognition and inclusion in regional judging.	<u><b>You—State Association</b></u>
<b>April 5, 2017</b>	Regional Winners Determined and sent to SNA HQ	<b>Employee:</b> SNA Regional Director and Panel of Judges <b>Manager:</b> SNA Regional Director and Panel of Judges <b>Director:</b> SNA Membership Committee Regional Representatives
<b>May 1, 2017</b>	National Winners Determined and sent to SNA HQ	<b>Employee:</b> SNA Section Chairs <b>Manager:</b> SNA Regional Directors <b>Director:</b> SNA Membership Committee

\*For Michigan: the deadline is September 1, 2016.

\*For California: the deadline is October 15, 2016.

\*For Alabama: the deadline is December 1, 2016.

\*For Pennsylvania: the deadline is February 1, 2017.

\*For Virginia: the deadline is February 1, 2017.

\*Please notify SNA if your state deadline differs from March 1.

**Below are step-by-step instructions to help you navigate the judging process:**

## **1. Select a panel of judges.**

State Presidents are advised to appoint a panel of at least 3 individuals to judge the Employee, Manager, and Director of the Year awards each year, between March 1 and March 15.

Different states create panels and select judges in different ways. Here are some options to consider:

- Create a panel of Past Presidents to judge the awards
- Create a panel of Chapter Presidents to judge the awards
- Designate a separate Awards Chair and Committee to judge awards, especially if your state offers its own awards and scholarships
- Designate the Membership Chair and Committee to judge awards
- Designate the Professional Development Chair and Committee to judge awards
- Ask for volunteers from the state board and state committees to help judge

State Presidents, Board Members, Chapter Leaders and others may participate in the judging process as a panelist, so long as no conflicts of interest exist. Potential conflicts of interest include:

- Judge being from the same school or district as a nominee
- Judge being the supervisor of a nominee
- Judge being related to a nominee
- Judge having nominated someone for the award they are judging
- Judge being nominated for the award they are judging

To avoid conflicts of interests, State Presidents should be mindful of who they ask to judge. State Presidents can also assign numbers to nominees and submit the nominations redacted to the judging panel, so that judges will be scoring the nominees anonymously.

## **2. Judges review and score nominations.**

After the deadline has passed and you have received the nominations submitted directly to you and the nominations submitted online to SNA headquarters (in early March), share the nominations with your judges and ask them to use the Official Judging Forms to score each nomination.

**Here are some tips for the Chair to facilitate the process:**

- Don't include the nominations for those who don't qualify.
  - This includes non-members, those who don't hold a SNA Certificate or SNS Credential, or those who are members in the wrong section for that award.
  - This also includes nomination forms that are not typed or do not meet the word count maximum requirements.
  - If you need help determining if an individual is qualified, contact [StateSupport@schoolnutrition.org](mailto:StateSupport@schoolnutrition.org).
- Share the nomination forms and official judging forms electronically or as hard copies.
  - Judging can be done completely remotely!
- All judging forms can be found online in the Awards Toolkit at [www.schoolnutrition.org/AwardsToolkit](http://www.schoolnutrition.org/AwardsToolkit)

- Give your judges a deadline to return completed official judging forms to you.
  - Remember- you'll need to have a winner selected and submitted to SNA headquarters by March 15.
- Plan a conference call ahead of time to regroup with the panel to determine a winner or to announce the winner to the group, based on the scores.

**Here are some tips for judges on judging the candidates:**

- Encourage judges to review and score one section of the form at a time, rather than reading and scoring each nomination in full.
  - For example, for the Employee of the Year Award, encourage your judges to read and score Section 1: Customer Service Skills for every nomination. Then, move on to read and score Section 2: Creativity for every nomination, and so on.
  - This will help judges compare the nominations as you go and stay consistent in judging.
- Remind your judges to remain consistent.
  - Some judges will be “tougher” graders than others- and that’s to be expected!
  - As long as each judge stays true to their scoring system throughout the judging, you shouldn’t run into any problems.
- Judge each example provided individually.
  - Judge on the facts provided. The more information given which proves the individual’s merit, the better!
  - Vague responses should receive less credit than responses with concrete examples.

**Below is a summary of the available points for each category in each award:**

**Employee of the Year Award**

The categories and points assigned to each category are as follows:

Section 1:	Customer Service Skills .....	30
Section 2:	Creativity .....	20
Section 3:	Commitment to Professional Development .....	20
Section 4:	Dedication to the School Nutrition Profession .....	30
Total Possible Points.....		100

**Manager of the Year Award, in Honor of Louise Sublette**

The categories and points assigned to each category are as follows:

Section 1:	Cafeteria Environment.....	30
Section 2:	Management and Staff Development .....	30
Section 3:	SNA Involvement .....	20
Section 4:	School and Community Outreach.....	20
Total Possible Points.....		100

**Director of the Year Award**

The categories and points assigned to each category are as follows:

Section 1:	Program Enhancement .....	30
Section 2:	Staff Development.....	20
Section 3:	School Involvement .....	15
Section 4:	SNA Involvement .....	20
Section 4:	Community Outreach .....	15
Total Possible Points.....		100

### 3. Combine Scores to Determine a Winner!

Once your judges have had time to review and score the candidates, it is time to collect and combine the scores to determine a winner!

Here are some tips for the Chair to facilitate the process:

- Welcome questions throughout the judging process from your judges. If one judge is unsure, others may be, too.
- Send a reminder email/phone calls to judges a couple days before the deadline to submit their scores.
- Set a deadline for your judges to submit their Official Judging Forms to you.
- Combine scores on the Composite Scoring Form and share the results with your judges. The nominee with the highest overall score should be your winner.
- Consider facilitating a discussion with the judges to go over results and confirm the state winner. This can be done via conference call or in-person. You can even send an email to confirm the state winner, if you and your judges are strapped for time.

### 4. Submit the names and nomination forms of the state winners to SNA Headquarters by March 15 for regional judging.

Here are some tips for the State President (or designee) to facilitate the process:

- Your state association may select one Employee of the Year, one Manager of the Year, and one Director of the Year winner each year.
- If your state submits a nominee who is not qualified for the award, SNA headquarters staff will either work with you and the winner to ensure qualifications are met OR you will be given the option to submit a new winner.
- Winners who do not qualify for the award will not be recognized by SNA.

### 5. Notify State Winners and Other Nominees of the State Association's Decision

Here are some tips for the State President (or designee) to facilitate the process:

- The State President should call the winner of each award to congratulate them. Let the winners know:
  - They will be recognized on stage and receive prizes from SNA at the Red Carpet Awards Ceremony at SNA's 2016 Annual National Conference in San Antonio, Texas
  - Any state recognition they can expect
- Notify all other nominees who were not selected as winners via email or a letter from the President
  - Congratulate nominees on being nominated
  - Thank nominees for their contributions

**Check out the State Support Center!**  
Find all of the judging forms you need at  
[www.schoolnutrition.org/AwardsToolkit](http://www.schoolnutrition.org/AwardsToolkit)

