



## SNA National Leadership State Visitations 2019-20 Policy, Schedules & Forms for State Leaders

### SNA National Leadership State Visitation Policy

Hosting a national board member at your state conference is a great way for your members to connect with the national SNA, network with a national leader and hear important updates from SNA. The purpose of the state visit is to:

- Promote understanding of and support for SNA's mission and vision
- Strengthen the SNA and state association partnership
- Encourage effective communication between SNA leaders and state association
- Connect SNA leaders to members across the country
- Provide support to state associations, as needed and appropriate

SNA policy provides for the following:

- **SNA Regional Directors:** SNA will pay 100% of the expenses for an SNA Regional Director to attend one annual state conference or meeting in each state in his or her region during his or her term.
- **SNA Board of Directors (includes President, President-Elect, Vice President, Secretary/Treasurer, and other Board Members):** SNA will pay 100% of the expenses for one designated Board of Directors member to attend a state association function in each state once in a 4-year period. *Expenses for any additional visits to state association functions during this time period will need to be 100% paid for by the state association.*

Please note that visits by SNA Board of Directors and SNA Regional Directors will be made based on the schedules issued by SNA each year (see below). If a SNA Board of Directors member and a SNA Regional Director are scheduled to visit in the same year, only the SNA Board of Directors member will visit. The SNA Regional Director will visit the state in another year within their term of office, if possible.

Based on availability and scheduling conflicts of SNA National Leaders, the schedules issued by SNA are subject to change.

States may also request that a SNA Headquarters Staff member attend a state function. Expenses for visits to state association functions by staff will need to be 100% paid for by the state association.

## Requesting a National Leadership Visit:

1. Consult the below schedules to see when your state is scheduled to host a SNA National Board Member or your Regional Director.
2. Complete the **Request Form** and submit to SNA headquarters at [StateSupport@schoolnutrition.org](mailto:StateSupport@schoolnutrition.org) at least 6 months before the requested conference date, or as soon after August 1st of each year as possible. Please note that even if you are scheduled to host a national leader, you **MUST** complete the Request Form to confirm the visit will occur.
3. Once SNA has confirmed the visit and has given you the name of the SNA Leader visiting, complete and submit the **Logistics Form** to [StateSupport@schoolnutrition.org](mailto:StateSupport@schoolnutrition.org). This form must be submitted at least 60 days before the conference.

On the Logistics Form, you must confirm:

- Schedule/agenda of the conference
- Dates and times of SNA National Leader's presentation(s)
- Topics of SNA National Leader's presentation(s)
- Transportation to and from the conference venue
- Hotel reservations for the SNA National Leader (SNA will pay for the room; however, the state association should book the room.)

The state association must provide AV and copies of handouts, as needed. Please note that SNA will not pay a registration fee for the SNA National Leader visiting a state conference paid for by SNA.

SNA National Leaders are only available to attend the state function for 1 ½ days (does not include travel time), due to increasing limitations on travel outside school districts. Weekends are preferred.

## What the SNA National Leader May Present:

SNA recommends the SNA National Leader attend your annual state conference and present the following:

- SNA Update at the General Session (20 to 30 minutes)
  - SNA recommends having PowerPoint capability available to the SNA National Leader (includes laptop, projection screen, projector)
- Installation of Officers
  - SNA requires that names, offices, and phonetic spellings of incoming and outgoing officers for Installation of Officers be sent to SNA at least 60 days before the conference
- One presentation at an education breakout session
  - A list of approved presentations is available from SNA
  - SNA recommends having PowerPoint capability available to the SNA National Leader (includes laptop, projection screen, projector)
  - If handouts are required, state association is responsible for printing.

Please discuss directly with SNA headquarters and the SNA National Leader attending your conference.

## **Hosting a National Leader at Your State Conference:**

Before the conference:

- Register the SNA National Leader for your state conference. (SNA will not pay a registration fee.)
- Create a name-badge for the SNA National Leader to ensure they attend all events at the state conference.
- Choose a main point of contact to welcome and guide the SNA National Leader

During the conference, the main point of contact should:

- Welcome the SNA National Leader and provide them with materials/answer questions for the conference/show them the venue and where presentations will take place.
- Double-check that AV needs are met for SNA National Leader's presentations.
- Invite SNA National Leader to events taking place during the conference while they are in attendance (including special events, receptions, etc.).

After the conference:

- Call or email the National Leader to thank them for the visit.
- Provide feedback to SNA headquarters about the SNA National Leader's visit.

## SNA National Leadership State Visitation Schedules

The schedule of visits is arranged in two calendars- one for the SNA Board of Directors and one for the SNA Regional Directors. The calendars are subject to change to accommodate SNA's budget parameters and the schedule constraints of SNA's volunteer leaders.

<b>SNA Board of Directors State Visitation Schedule</b>			
<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Delaware	California	Alaska	Alabama
Idaho	Connecticut	Arizona	Arkansas
Indiana	Florida	Colorado	Iowa
Louisiana	Georgia	Kentucky	Maine
Mississippi	Hawaii	Maryland	Minnesota
Missouri	Illinois	Massachusetts	New Hampshire
Montana	Kansas	New York	New Jersey
Nebraska	Michigan	North Dakota	New Mexico
Nevada	North Carolina	Tennessee	Ohio
Oklahoma	South Dakota	Utah	Oregon
Pennsylvania	Vermont	Wisconsin	Texas
South Carolina	Washington	Wyoming	Virginia
			West Virginia

## SNA Regional Directors State Visitation Schedule

2019-2020	2020-2021	2021-2022	2022-2023
<b>Mideast</b>			
Delaware	Michigan	Maryland	Delaware
Indiana	Ohio	West Virginia	Indiana
<b>Midwest</b>			
Iowa	Illinois	Missouri	Iowa
Minnesota	South Dakota	Nebraska	Minnesota
North Dakota		Wisconsin	North Dakota
<b>Northeast</b>			
Maine	New Jersey	Vermont	Maine
Massachusetts	New Hampshire	Connecticut	Massachusetts
	Pennsylvania	New York	
<b>Northwest</b>			
Idaho	Oregon	Alaska	Idaho
Wyoming	Montana	Washington	Wyoming
<b>Southeast</b>			
Alabama	Tennessee	Florida	Alabama
Mississippi	North Carolina	Georgia	Mississippi
Virginia	South Carolina	Kentucky	Virginia
<b>Southwest</b>			
Kansas	Colorado	Arkansas	Kansas
Texas	Louisiana	Oklahoma	Texas
<b>West</b>			
Arizona	New Mexico	Hawaii	Arizona
Utah	Nevada	California	Utah



## SNA National Leadership Visitation Request Form

Please complete and submit this form to request that a SNA Board Member or Regional Director attend and present at your state conference at least 6 months before the conference date, or as soon after August 1, 2019 as possible, to [StateSupport@schoolnutrition.org](mailto:StateSupport@schoolnutrition.org).

SNA staff will notify you once a national leader is confirmed to attend and coordinate the logistics of the visit with the state contact. *SNA National Leaders may attend your conference for 1.5 days (does not include travel time), due to increasing limitations on time spent away from the school district.*

### **State Conference Information:**

Please provide information about the state conference at which the National Leader will attend.

**State:** \_\_\_\_\_

**Type of Meeting:** \_\_\_\_\_

*(i.e. annual state conference, leadership training, equipment academy, etc.)*

**Conference Theme (if applicable):** \_\_\_\_\_

**Conference Start Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**Conference End Date:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Date(s) and Time for which SNA Leader should plan to attend:**

**Start Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**End Date:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

### **Location:**

**Venue Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

### **Point of Contact Information:**

Please provide information about the main point of contact in your state for this conference.

**Main Point of Contact's Name:** \_\_\_\_\_

**Association Title:** \_\_\_\_\_

*(i.e. President, President-elect, Executive Director, Conference Chair, etc.)*

**Work Phone Number:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_



## SNA National Leadership Visitation Logistics Form

Please submit the form at least 60 days before the conference date to [StateSupport@schoolnutrition.org](mailto:StateSupport@schoolnutrition.org) to ensure that SNA can make the necessary arrangements for the SNA National Leader attending your event.

**State:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

### **Travel Information:**

Please provide information about traveling to your state conference to help SNA facilitate making travel arrangements for the SNA National Leader.

**Closest Airport:** \_\_\_\_\_

How far is the airport from the hotel and venue? \_\_\_\_\_

Will you arrange transportation from the airport to the hotel via taxi or shuttle?

Yes

No

If yes, please provide the name and contact information for the individual or service picking up the SNA leader from the airport.

**Name:** \_\_\_\_\_

**Cell-Phone Number:** \_\_\_\_\_

**Back-Up Name:** \_\_\_\_\_

**Back-Up Cell-Phone Number:** \_\_\_\_\_

If no, what transportation would you recommend the SNA leader use?

\_\_\_\_\_

### **Lodging Information:**

Please provide information about the hotel at which the SNA leader will be staying.

**Hotel Name:** \_\_\_\_\_

**Hotel Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Hotel Phone Number:** \_\_\_\_\_

**Hotel Reservation Confirmation Number:** \_\_\_\_\_

What is the best transportation to get from the hotel to the conference venue?

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**Presentations Information:**

SNA national leaders may present the following sessions at your state conference:

**SNA Update (20-30 minutes) at General Session**

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Estimated Number in Audience: \_\_\_\_\_

Will PowerPoint capability be available (i.e. laptop, projector, screen)? \_\_\_\_\_

**Installation of Officers**

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Estimated Number in Audience: \_\_\_\_\_

*Please attach a listing of all incoming board members to recognize. List should include offices and phonetic pronunciations of names.*

**Break-Out Session on Educational Topic**

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Estimated Number in Audience: \_\_\_\_\_

Desired Topic\*: \_\_\_\_\_

Will PowerPoint capability be available (i.e. laptop, projector, screen)? \_\_\_\_\_

**\*Please select from the approved listing of SNA break-out sessions and work directly with the National Leader to ensure you select a session which matches the National Leader's expertise and your state association's needs.**



**Miscellaneous:**

Recommended Attire: \_\_\_\_\_

Conference Theme: \_\_\_\_\_

Are there any special events should the National Leader be aware of?

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**Please submit this form to [StateSupport@schoolnutrition.org](mailto:StateSupport@schoolnutrition.org)  
at least 60 days before the conference.**

**Please include your full state conference schedule/agenda and a list of  
officers to be installed (with titles and phonetic spelling of names).**