

# **K**ENTUCKY **S**CHOOL **N**UTRITION **A**SSOCIATION



**K E N T U C K Y**  
**S**CHOOL  
**N**UTRITION  
**A**SSOCIATION

*Making the right food choices, together.*

## **CHAPTER AFFILIATION HANDBOOK 2011-2012**

**“CONQUERING THE NEXT CHALLENGE”**

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# STATEMENT OF PURPOSE

To support child nutrition programs  
in the state of Kentucky

## MISSION

The mission of KSNA is to be a cohesive group of professionals dedicated to serving quality, nutritious meals as an integral means of helping Kentucky students reach proficiency.

## CORE VALUES

- ✘ A commitment to children and students of all ages
- ✘ Quality meal service in all Kentucky schools
- ✘ Professional development and personal growth
- ✘ School cafeterias as life-long learning labs for good nutrition
- ✘ Professional, supportive networks for KSNA members



# KENTUCKY SCHOOL NUTRITION ASSOCIATION OFFICERS 2011-2012

Paula Maddox, President  
Trigg County Schools  
202 Main Street  
Cadiz, KY 42211  
Email: [paula.maddox@trigg.kyschools.us](mailto:paula.maddox@trigg.kyschools.us)

Barbara Kincaid, President Elect  
Boone County Schools  
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Florence, Kentucky 41042  
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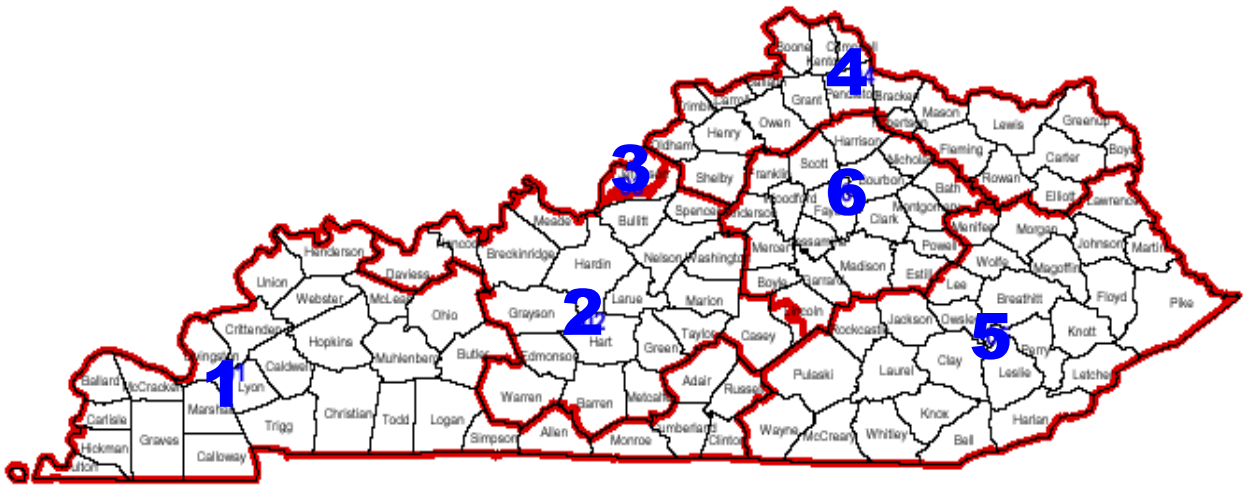
Sabrina Jewell, Vice President  
Henderson County Schools  
1805 Second St.  
Henderson, Kentucky 42420  
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Martine Smallwood, Secretary/Treasurer  
Hardin County Schools  
2514 Leitchfield Road  
Elizabethtown, KY 42701  
[martine.smallwood@hardin.kyschools.us](mailto:martine.smallwood@hardin.kyschools.us)



# REGIONAL DIRECTORS

Your regional director will be your liaison between you and the KSNA Board. This networking system facilitates communication between all regions in order for everyone to learn from each other.



- Region 1 – Vicky Hughes, McLean County
- Region 2 – Chris Russell, Hart County
- Region 3 – Julia Bauscher, SNS, Jefferson County
- Region 4 – Terri Erwin, Kenton County
- Region 5 – Linda Campbell, Perry County
- Region 6 – Emily Agee, Madison County

# BENEFITS OF SNA/KSNA

- ✗ A subscription to the most highly regarded child nutrition magazine in the country, *School Nutrition*.
- ✗ A subscription to the official publication of the Kentucky School Nutrition Association, *The Challenger*.
- ✗ Discounts for meetings, services, publications, certifications, and the Emporium.
- ✗ Continuing education and training programs
- ✗ Nationwide network with peers in School Nutrition
- ✗ Access to nutrition, regulatory, marketing, breaking news and other information:
  - ✗ SNA toll free number (800-877-8822)
  - ✗ email ([servicecenter@schoolnutrition.org](mailto:servicecenter@schoolnutrition.org))
  - ✗ SNA website ([www.schoolnutrition.org](http://www.schoolnutrition.org))
  - ✗ KSNA website ([www.kysna.org](http://www.kysna.org))
- ✗ SNA is the host to the largest annual national school food service industry conference (usually held in July).
- ✗ Professional Seminars
- ✗ Legislative Involvement

# PURPOSES OF SNA/KSNA

- ✗ To encourage the expansion and educational use of School Food Service for the improvement of school, community and state health
- ✗ To develop and maintain high standards in all phases of Food Service by providing adequate educational programs for all School Nutrition Personnel
- ✗ To provide for an exchange of ideas and of sharing experiences; to promote cooperation and fellowship among members
- ✗ To provide nutritionally adequate and educationally sound, nonprofit School Nutrition Programs for the improvement of all school children



# AFFILIATION MEMBERSHIP REQUIREMENTS

The following documentation is due to the Affiliation Chair by October 1 at the address listed below. A sample of each form is on the following pages and can also be located at the KSNA website ([www.kysna.org](http://www.kysna.org)).

- ✘ **Application for Chapter Affiliation** – containing, chapter name, date chapter was first organized and a list of elected officers' names
- ✘ **By-Laws** – containing guiding rules for the organization; should be sent each year, even if no changes were made
- ✘ **Membership List** – containing a list of current members ONLY. If membership falls below 10 members in any year, a probation period of one year will be allowed to re-establish active standing.
- ✘ **Plan of Action** – *what* the chapter plans to accomplish and *how* the group plan to reach its goals
- ✘ **Calendar of Events** – containing dates of meetings and activities that help to reach the goals (*when*)
- ✘ **Affiliation Fee** - check for \$5.00 made payable to KSNA – no cash please

Affiliation Certification Certificate will be awarded at the KSNA Annual Conference if **ALL** documentation is submitted.

Send Information to:

Mary Kuhn  
2514 Leitchfield Rd.  
Elizabethtown, Kentucky 42701  
270-769-8877

Affiliation Chair



# KENTUCKY SCHOOL NUTRITION ASSOCIATION

## Application for Chapter Affiliation

PLEASE FILL IN ALL CONTACT INFORMATION

The \_\_\_\_\_ Chapter of the Kentucky School Nutrition Association, having completed requirements for Chapter organization as prescribed by the State By-Laws, hereby applies for affiliation with the Kentucky School Nutrition Association. Our Chapter was first organized \_\_\_\_/\_\_\_\_/\_\_\_\_. Following are the names and addresses of officers for the year **2011-2012**. A list of newly elected officers is to be forwarded to the affiliation Chairperson within 15 days of the election to be held on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Food Service Director: \_\_\_\_\_

### PRESIDENT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip Code

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Phone (Office) Phone (Home)

### PRESIDENT-ELECT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip Code

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Phone (Office) Phone (Home)

### SECRETARY

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip Code

E-Mail: \_\_\_\_\_

### TREASURER

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip Code

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of President of Affiliated Chapter

\_\_\_\_\_  
Date Signed

Submit by October 1, 2011

Mail To:

Mary Kuhn

2514 Leitchfield Rd.

Elizabethtown, Kentucky 42701

270-769-8877



# KENTUCKY SCHOOL NUTRITION ASSOCIATION

## **\*\*Sample By-Laws\*\***

Use this framework to establish By-Laws

### Article I Name

The name of this organization is the \_\_\_\_\_ Chapter of the Kentucky School Nutrition Association.

### Article II Purpose

The purpose of this organization shall be:

- (1) To encourage the expansion and educational use of School Nutrition for the improvement of school, community and state health.
- (2) To develop and maintain high standards in all phases of School Nutrition by providing adequate educational programs for all School Nutrition Personnel.
- (3) To provide for an exchange of ideas and a sharing of experiences; to promote cooperation and fellowship among members.
- (4) To provide nutritionally adequate and educationally sound, non-profit School Food Service Programs for the improvement of health of all school children.

### Article III Membership

Membership in this chapter shall consist of two classes; Active and retired.

- (1) Active Members: Membership in this organization shall consist of individuals engaged in or associated directly with nutritionally adequate, educationally sound, non-profit School Food Service work within the County of \_\_\_\_\_.
- (2) Retired Members: Any individual who has been an active member of a Kentucky affiliated chapter for 10 years and is not gainfully employed may a member upon payment of dues as specified by the SNA and the KSNA, plus the local dues.

### Article IV Government

Section 1 Management - The Executive Board shall manage the affairs of this chapter.

Section 2 Executive Board

- (1) Organization: The Executive Board shall consist of the elected officers of the chapter, the immediate past President (serving as Parliamentarian), and the chairman of all standing committees and Representative(s) of the school system.
- (2) Duties: It shall be the responsibility of the Executive Board to transact all Business of the chapter, to review and approve the plans and program of work for all committees, to elect a member to fill any vacancies of un-expired terms for the office of President-Elect, Secretary or Treasurer, to meet at the call of the President.

### Article V Officers Duties



- Section 1     Officers – The officers of the chapter shall consist of a President, President-Elect, Secretary, and a Treasurer to be elected as herein provided. All officers shall hold office until the end of the meeting in the school year following the election of their successors.
- Section 2     President – The president shall serve for one year.  
Duties: The president shall be the chief executive officer the chapter, performing all duties usually associated with the office including serving as chairman of the Executive Board, and attending the KSNA Executive Board meeting(s).
- Section 3     President-Elect – The President-Elect shall serve for one year and shall automatically become president of the chapter in case of a vacancy in that office and shall then serve until the end of the fiscal year for which the initial election was made.  
Duties: The president-elect shall become aquatinted with all duties of the president, other officers and all activities of the chapter. The president-elect shall serve as program chairman of the chapter and shall perform all other duties requested by the president.
- Section 4     Secretary (or Secretary/Treasurer)– The secretary shall serve two years.  
Duties: The secretary shall be responsible for seeing that a correct record of all meetings of the chapter is made on books belonging to the chapter and shall perform other duties as the president may request. The secretary shall serve as the election teller and as Publicity Chairman.
- Section 5     Treasurer – The treasurer shall serve for two years.  
Duties: The treasurer shall have responsibility of all funds of the chapter, shall keep full and accurate accounts of all receipts and expenditures, shall serve as chairman of the Budget Committee and shall submit an audited account at the end of each fiscal year. In addition, the treasures shall forward state and national dues to the proper destination as instructed by the Kentucky School Nutrition Association.

Article VI     Elections

- Section 1     Ballots – The Nomination Committee shall prepare a slate of two candidates for each office open for election. Ballots shall contain candidates for President-Elect annually and candidates for Treasurer in odd years and for Secretary in even years only. The election shall be by Ballot at the Spring Meeting of the Chapter. Persons whose name appears on the ballot shall be officially notified by the Secretary.
- Section 2     Eligibility – Active members in good standing in the Association are eligible for elected office.

Article VII    Activities

The Executive Board and the Committees shall conduct the activities of the Chapter. The president shall appoint all chairmen of committees and committee members, unless otherwise provided for, subject to the approval of the Executive Board.

These are samples of other committees. They are not required or absolutely necessary for a strong association.

Section 1 Standing Committees. Chairmen of Standing Committees shall be members of the Executive Board.

- (1) Budget Committee – The Budget Committee Chairman shall be the Treasurer. Committee members shall be the remaining elected officers. The committee shall prepare a budget for the fiscal year and make recommendations to the special committee for fund raising activities.
- (2) Membership Committee – The Membership Committee shall have a representative from each area of the district to contact and secure members for the association. The chairman shall receive all dues, compile the list of members and transfer all monies to the Treasurer.
- (3) Nominating Committee – The Nominating Committee shall perform duties as outlined in Article VI, Elections.
- (4) Program Committee – The Chairman of the Program Committee shall be the President Elect. The committee shall be responsible for programs for each meeting of the chapter.
- (5) Publicity Committee – The Secretary shall serve as chairman of this committee. The committee shall publicize the activities of the chapter and the State Association and seek to improve public relations.
- (6) Special Projects Committee – The Special Projects Committee shall organize and supervise fund raising activities for the chapter and carry out other projects designated by the president that may originate at the local, state or national level.

Section 2 Special Committees – Special Committees may be appointed by the president for activities not herein provided.

#### Article VIII Dues

The membership year shall be September 1 to August 31. The membership dues shall include the fees established by the School Nutrition Association and the Kentucky School Nutrition Association together with a fee of \$ \_\_\_\_\_ for chapter dues. Dues shall be paid by an association-approved method through the Chapter Membership Committee or Secretary/Treasurer, when applicable. The chapter retains local dues; state and national dues are handled as instructed by these organizations.

#### Article IX Members

All active and retired members whose dues are not in arrears shall be entitled to cast one vote for all elections for officers for the coming year and upon each proposal submitted to a vote of the members. Members shall be entitled to all privileges and benefits provided through the Local, State and National Association.

#### Article X Meetings

Chapter meetings shall be held as the group sees fit. The time and place shall be designated by the Executive Board.

#### Article XI Fiscal Year



The fiscal year of the Chapter shall begin on the first day of September of each year and shall end on August 31 of the following year.

Article XII Amendments

Amendments for these By-Laws may be proposed by any member in good standing to the Special Projects Committee to be presented to the Executive Board for the consideration of the membership.

These By-Laws may be amended by two-thirds affirmative vote providing the proposed amendment shall have been presented to each member at least twenty-one days prior to the date of casting the ballot.

Article XIII Procedure

Roberts' Rules of Order, Revised, shall constitute the parliamentary authority for the conduct of meetings of the Chapter.

Article XIV Effective Date

These By-Laws shall become effective (Appropriate Date) \_\_\_\_\_

# KENTUCKY SCHOOL NUTRITION ASSOCIATION MEMBERSHIP LIST

Membership List for the \_\_\_\_\_ Chapter of the KSNA  
(Name of Chapter)

**2011-2012**

Name	Mailing Address	Position Code	Check One	
			New	Renew
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

**Code letters for Position:**

C – College

M – Manager

CS – City Supervisor or Director

CM – Cook Manager

S – State Supervisor

O - other

FS – Food Service Assistant

CB- Cook/Baker

T – School Administrator/Teacher

**\*Mail a copy to State Affiliation Chair**

# KENTUCKY SCHOOL NUTRITION ASSOCIATION

## \*\*Sample Plan of Action\*\*

Use this framework to establish a Plan of Action

**Strategic Issue:** Nutrition education is an important element of every child's education. School nutrition professionals have the opportunity to take a leadership role in providing nutrition education resources and information to the schools and community.

Strategic Action	When
Provide the nutrition information, education resources, and communication tools to all Food Service Staff.	August 2011 - May 2012
Work with allied groups to supply information and resources to teachers and parents.	August 2011 - May 2012
Participate in KSNA sponsored activities/workshops.	August 2011 - May 2012
Make members aware of KSNA and SNA website	August 2011

**Strategic Issue:** Leadership is an important part of having a successful Association. Developing new leaders continues to be an ongoing issue.

Strategic Action	When
Encourage members to attend Leadership training session and become involved in the leadership of the association.	Ongoing

**Strategic Issue:** It is important to the local chapter to increase and retain membership. Lack of Association Participation is leaving the members with a sense of being overwhelmed and overburdened.

Strategic Action	When
Encourage food service staff who don't already belong to join the association.	August 2011 - May 2012

**Strategic Issue:** Essential to a successful, smooth running Association is up-to-date By-laws, Job Descriptions, and Policies and Procedures Manual.

Strategic Action	When
Continue to update By-laws, Job Descriptions, and Policies and Procedures	2011-2012

# KENTUCKY SCHOOL NUTRITION ASSOCIATION

## 2011-2012 Strategic Plan of Action

Chapter Name: \_\_\_\_\_ Status Date: \_\_\_\_\_

Mission: \_\_\_\_\_

Target:	Desired Outcome	Assigned To	Financial Impact
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Priority Issue: \_\_\_\_\_

Strategy A

--	--	--	--

Strategy B

--	--	--	--

Priority Issue: \_\_\_\_\_

Strategy A

--	--	--	--

Strategy B

--	--	--	--

# KENTUCKY SCHOOL NUTRITION ASSOCIATION

## **\*\*Sample Calendar of Events\*\***

Use this framework to establish a Calendar of Events

Chapter Name: \_\_\_\_\_

August	Back to School Bash Dues and Program of Work
September	Food Show
October	National School Lunch Week Activities Notes to teachers and guests
November	Regional Meetings – All Schools (location TBA) Holiday Bazaar
December	Christmas Dinner
February	Heart Health Month Activity Valentine Get-Together
March	National School Breakfast Week Activities Election of new officers Bake Sale
May	Regional Meetings - All Schools (location TBA) Retirement Recognition Banquet
June	Annual KSNA Conference
July	Annual SNA Conference

# KENTUCKY SCHOOL NUTRITION ASSOCIATION

## Criteria for Chapter of the Year Award

Each chapter applying for the Chapter of the Year Award **MUST** submit a President's Book outlining and documenting as many items listed below that meet your association plan of work.

### Membership Increase

Chapters must show an increase in membership over the previous year

- ✘ A list of members should be included

### Student Involvement

Documentation of activities involving students

- ✘ Start a NAC Group
- ✘ Promotions involving students (taste testing, art contests, association food drive, family fun night...etc.)

### Community Involvement

Documentation of activities involving the parents, Allied Organizations and community

- ✘ Food/Clothes Drive to help needy families
- ✘ PTA Chili Supper Assistance
- ✘ Assist Family Resource Department and parents with completing free/reduced applications

### KSNA Awards

Promote:

- ✘ The Employee of the Year Award
- ✘ Gold Seal Award of Excellence

### SNA Awards

Promote:

- ✘ The Louise Sublette Award or Heart of the Program Award

### KSNA Conference Attendance

Members attend the Annual KSNA Conference



## **SNA Conference Attendance**

### **SNA Certification**

Members should seek SNA certification and maintain it

### **Staff Development Participation**

Members should participate in professional growth classes

- ✘ Work related workshops
- ✘ Manager's Retreat

### **SNA Affiliation Materials**

Chapter Officers must submit by the deadline date (October 1), all affiliation documentation

- ✘ Chapter Affiliation Application
- ✘ Chapter By-Laws
- ✘ Membership List
- ✘ Plan of Action
- ✘ Calendar of Events
- ✘ Affiliation Dues

### **Student/Employee Scholarship**

Offer a scholarship to a student or employee actively enrolled in a college or university or another educational institution

### **One Special Chapter Achievement**

Document one special achievement that will commemorate the 2011-2012 Chapter

- ✘ Started a NAC Group
- ✘ Partnered with the American Cancer Society's Relay for Life
- ✘ Food Drives for Dare to Care of local food banks

**BE CREATIVE!**

# KENTUCKY SCHOOL NUTRITION ASSOCIATION

## Chapter of the Year Award Application

Chapter Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

I \_\_\_\_\_, Chapter President, am applying for the Chapter of the Year Award. I am aware of the criteria listed below and that it must be documented in a President's Book.

\_\_\_\_\_  
Chapter President's Signature

### Documentation of a minimum of 6 of the following:

- Promote Membership
- Student Involvement
- Community Involvement
- KSNA Award Entries
- KSNA Conference Attendance
- SNA Award Entries
- SNA Conference Attendance
- Staff Development Participation
- SNA Certification of at least 75% of members
- One Special Achievement
- All SNA Affiliation Materials submitted by deadline
- Student or Employee Scholarship Offered



(All photo documentation must include brief description w/each picture.)

Book – 24 pages front & back maximum.

**This application and President's Book due to KSNA President  
by May 1.**

(Address on Officer's page)

# KENTUCKY SCHOOL NUTRITION ASSOCIATION

## President's Book

- ✗ Complete and mail to the **KSNA President by May 1**
- ✗ Recognition of each chapter president submitting a President's Book will be made at the KSNA Conference in June
- ✗ President's books will be displayed in a special recognition room at the KSNA Conference

Contents of the Book may include but not limited to:

- ✗ Plan of Action Results
- ✗ Calendar of Events
- ✗ Newspaper Articles
- ✗ Nutrition Promotions
- ✗ Programs & Agendas
- ✗ Student/Parent Involvement
  - ✗ Staff Development
  - ✗ Membership Increase
  - ✗ SNA & KSNA Entries
  - ✗ Scholarships offered
- ✗ Pictures and Memorabilia from Chapter Events
  - ✗ All KSNA Affiliation materials submitted