

## **Outstanding Food Service & Nutrition Office Assistant of the Year**

This award recognizes the exceptional contributions of School Food Service and Nutrition Office Assistants who help their Directors/Supervisors manage effective programs that provide healthful, nutritious meals to students. This award is based on nominations.

**Criteria:**

- Currently holds district office position of: secretary, office manager, treasurer, computer coordinator, office assistant or receptionist
- Member of ISNA/SNA for three (3) years
- Assisted with at least one ISNA state or regional workshop; or served on an ISNA board or conference committee, or held a board position in a local chapter
- Assists Director in organization, planning, promotion and function of the many intricacies of the school food service program
- Plays an active role in promoting the food service program in their district
- Exhibits dedication, support, loyalty, and understanding of school food service programs
- Steps up and goes the "extra mile" towards excellence in their district

Award: Plaque and \$150.00

Written nominations are due April 1<sup>st</sup> each year to:

**Sheri Shipp**  
**ISNA, Executive Director**  
**P.O. Box 915**  
**Brownsburg, IN 46112**  
**[sheri@indianasna.org](mailto:sheri@indianasna.org)**

Nominated by: \_\_\_\_\_

Member Name: \_\_\_\_\_

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

ISNA Membership #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Year in School Food Service: \_\_\_\_\_

ISNA Participation: \_\_\_\_\_

In 1,000 words or less, tell why you feel this member deserves the Outstanding Office Assistant Award.