Each year, FSNA honors school foodservice nutrition professionals with the **Innovative Idea Award**. It recognizes and acknowledges ideas benefiting the school foodservice program and/or fellow employees as well as Association members. Ideas could be within the areas of equipment placement, equipment usage, or design; recipe variation, increased employee participation in association activities, special community participation, energy conservation, or self-improvement projects, marketing and training, etc.

**Background**

Innovative ideas are developed as solutions to challenges presented to our industry. This award was developed to recognize those school foodservice nutrition professionals who have excelled at it.

**Who May Apply**

*Innovative Idea* (Administrative/Supervisory level) applications must be developed and implemented by Administrator, Supervisor, or District Office members during the current or immediate past school year (must be a new idea). **Applicants must be a current member of FSNA and SNA (you must be a member of both).** Districts may submit more than one *Innovative Idea* Award application for judging.

**Even if you have submitted an award in the past, do not start until you have read the “Who May Apply” and “Selection Procedure” sections. This is important as the required award process has changed from previous years.**

**Selection Procedure**

The application must be presented as a **Microsoft Word document.** The award may be presented as a **Microsoft Word document or Microsoft PowerPoint presentation**. Both must uploaded to the FSNA Dropbox: <https://www.dropbox.com/request/9j8speH4RWl4mybXl7NR> **on or before April 15**. The link is also available on the FSNA website, www.floridaschoolnutrition.org, on the Scholarships & Awards webpage. A **maximum** of 15 pictures and/or videos will be accepted (clipart is **not** considered a picture).

**Important:** Please refer to **“Submitting Your Award Entry” on page 4.** This provides detailed requirements for nomination formats and how to submit your award entry.

**Recognition**

The winner will receive recognition and a framed certificate at the FSNA Annual Conference & Expo.

**Judging**

The FSNA Scholarships and Awards Committee is responsible for judging this award.

All presentations and submissions including photos and videos may be shown at any FSNA Event and/or on the FSNA Website and/or used in any FSNA publication.

**Entry Form: You must use this form—other forms will not be accepted and your entry will be disqualified. Upload this form along with your award entry to the FSNA Dropbox:** <https://www.dropbox.com/request/9j8speH4RWl4mybXl7NR> Please fill out carefully and completely. The information on this form will be used to create the FSNA awards presentation and winner certificates.

**Name of Nominee/Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**City:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:** \_\_\_\_\_\_ **Zip Code:** \_\_\_\_\_\_\_\_\_\_\_

**County:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FSNA Region #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Name of Person Nominating (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address of Nominator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Home or Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By completing this form and submitting the award, you are attesting that this project was created, developed, and implemented by the above ***active*** FSNA/SNA member. You are also attesting that the above information as well as the award entry information and documentation are accurate and true to the best of your knowledge.

**Resume of Project:** You **must** use this form—other forms will not be accepted and your entry will be disqualified. You can use as much space as necessary to answer each question completely. There is **not** a minimum or maximum word count. Be sure to answer all the questions.

**Title of Project:**

**Project: What did you do?**

**Purpose: Why was your idea useful?**

**Results: Did you share your idea?**

**If Yes: With whom did you share your idea?**

**What responses did you receive resulting from your efforts?**

**Submitting Your Award Entry**

**Submitting Your Award Entry**

* **All entries are to upload to the FSNA Dropbox:** <https://www.dropbox.com/request/9j8speH4RWl4mybXl7NR>  **on or before April 15.**

* Please save your document as “Award Name and Level\_Nominee Name”, eg – “Leadership Award Administrative Supervisory Level\_Jane Doe”. If you have multiple documents you may add a number at the end of the name, eg “Leadership Award Administrative Supervisory Level\_Jane Doe1” and “Leadership Award Administrative Supervisory Level\_Jane Doe2”

Entries can be submitted as either a Microsoft Word Document **or** as a Microsoft PowerPoint Presentation.

**Microsoft Word Document Format:**

* The award submission e-mail should include the following:
  + The completed official entry form (as the first page of the award submission)
  + The award submission as a Microsoft Word document (as an attachment to the award e-mail)
  + Up to **three** additional attachments as Microsoft Word documents and/or PDF documents to support the award submission (letters, newspaper articles, etc.)
* A maximum of 15 photos and/or videos are allowed and should be inserted directly onto the document pages. Clipart is allowed and does **not** count as a photo. Do **not** attach photos as attachments—**insert photos** into the Microsoft Word document.

**PowerPoint Format**

* Total length of the presentation should not exceed 5 minutes.
* Slide transitions should be set at the appropriate speed to be able to understand what is being presented.
* Abrief video (2 minutes or less) can be imbedded into the PowerPoint Presentation, but it cannot extend the total length of the PowerPoint to exceed the 5 minute maximum presentation length.
* The first slide of the PowerPoint Presentation must include: The name of the Award, the name of the applicant, County Name, FSNA Region Number, and the school name.
* The award submission e-mail should include the following:
  + The completed official entry form (as either a Word Document or PDF)
  + The award submission as a PowerPoint presentation
  + Up to **three** additional attachments as Microsoft Word documents and/or PDF documents to support the award submission (letters, newspaper articles, etc.)
* A maximum of 15 photos and/or videos can be used in the PowerPoint Presentation. Clip art is allowed and does **not** count as a photo. Do **not** attach photos as attachments—**insert photos** into the PowerPoint Presentation.

**Award Checklist**

**This checklist is for the purpose of ensuring that your award entry is complete. It should NOT be included with your award submission.**

**Important:** Please refer to **“Submitting Your Award Entry” on page 4** for specific information and requirements for the Microsoft Word Document and PowerPoint Presentation formats and how to submit your award entry.

|  |  |
| --- | --- |
| **Activity to complete award entry**  **(DO NOT SUBMIT UNLESS YOU HAVE YES IN EVERY COLUMN)** | **date checked** |
| Met General Qualifications |  |
| * Spelling and Grammar Checked |  |
| Award Qualifications |  |
| * New IDEA (Not previously submitted) |  |
| Timetable |  |
| * Award uploaded to FSNA Dropbox on or before April 15. |  |
| Requirements for Award |  |
| * Official forms used and all sections completed |  |
| * If submitting as a PowerPoint, the presentation does not exceed 5 minutes (slide transitions set at appropriate speed) |  |
| * If submitting as a Microsoft Word document - Include the completed official entry form and up to three additional supporting documents. |  |
| * Project description included |  |
| * Project purpose defined |  |
| * Project results defined |  |
| * Innovative idea shared with whom |  |
| * Define responses from those that innovative idea was shared with |  |
| * A maximum of 15 pictures and/or videos (clipart is not considered a picture) |  |