

**USDA Food and Nutrition Service
Southeast Regional Office
2007 Best Practice Awards**

Nomination Form

School/School Food Authority (SFA) _____

Mailing Address _____

Telephone/Fax Numbers _____ / _____

Contact Person _____

Title of Contact Person _____

District Superintendent _____

Total # Schools/Enrollment _____

Award Category _____

Description of Practice (Not to exceed 300 words; attach if necessary)

Relevant History (Not to exceed 200 words; attach if necessary)

Documented Date of Practice Impact (i.e., dollars saved/generated, percentage participation increase, etc.; attach if necessary)

Time Period of Practice: _____

Videos, Posters, coloring books, photos, and/or print articles must be practice specific. Enclose one copy of each with the nomination if applicable.

2007 USDA Best Practices Categories

Increasing Participation in School Lunch

This category includes programs and initiatives to improve food presentation, increase variety, acceptability and participation. Specific activities include marketing promotions, special events, themes, and contests. Nominations may include renovations and facility improvements that increase participation and improve the cafeteria environment. Include beginning and ending participation figures. (Note the retention of a food service management company is not considered an eligible Best Practice nomination in this category.)

Promoting a Healthy School Environment - (Wellness Programs)

This category includes the coordination of school nutrition education with health education efforts to promote a healthy total school environment and projects involving students, teachers and/or parents that promote school, community and environmental changes increasing healthy foods and physical activity. The total school environment also includes quality improvements in training, food preparation, equipment and quality standards/acceptability. Obesity prevention and diabetes awareness projects, "Changing the Scene" action plans or Team Nutrition scholastic education curriculum. Local Wellness programs developed by the school or school district may also be included.

School Breakfast Expansion

This category includes the implementation of unique approaches to overcome barriers to program access or participation. Marketing used in the breakfast program and/or other creative or innovative ideas for breakfast food service or menu planning may also be included. Nominations may be for new breakfast programs or increasing participation in existing programs. Be sure to include beginning and ending participation figures.

Customer Service

This category includes the Implementation of any program or service that improves the quality or delivery of program service to students, parents or the community at large.

Food Safety (HACCP Implementation)

This category includes creative training and education programs for Child Nutrition Program staff or children regarding the safe storage/handling and preparation of foods including HACCP training. The development of standard operating procedures at the school district level for food recalls (both purchased and commodity) may also be included.

Creative Utilization of Commodities

This category includes the creative use of commodities (especially those products that are not typically "popular" with students). Nominations may also include the consistent utilization of commodities as a means of keeping meal costs down. (Note: this information should be determined by Cost per Meal Analysis.)

Best Practices Awards Criteria
(including points allocated for each criteria)

1. Evidence of Sustained Excellence (Maximum of 20 points)

Consideration should be given to overall management of the program. Schools and School Districts that have operated a superior program for some length of time should receive the highest score in this area.

2. Innovation (Maximum of 20 points)

An idea that gives a new and effective twist to old solutions or recognition from students, parents, teachers, or the community.

3. Impact (Maximum of 20 points)

Evidence of increased participation or increased support or recognition from students, parents, teachers, or the community.

4. Cost Effectiveness and Efficiency (Maximum of 20 points)

The ideas should make good use of available resources and labor. Manpower and budgetary requirements should be reasonable in relation to results.

5. Transferability (Maximum of 10 points)

Awards should establish standards of excellence for other States to strive toward. Some judgment should be made as to how easily the idea could be implemented by other schools or school districts.

6. Presentation (Maximum of 10 points)

The material should be well presented, well organized, complete, clear, and succinct. Although well-written material may be rated highly, objective measurements of success, results, and such items as photographs or letters of support from appropriate users (i.e., students, PTA members or teachers) should also be considered as part of the presentation.

2007 USDA Best Practices Awards

For nominations to be considered, the following must be included:

1. The category for the nomination.
2. A complete and accurate description of the practice (at least 250 but not to exceed 300 words).
3. Appropriate numbers, such as dollars saved or percent of increased participation.
4. Time period that the practice has taken place.
5. Relevant history, impact, and/or cost effectiveness (not to exceed 200 words).
6. Documenting photographs or newspaper articles.
7. One copy of any of the following items: coloring books, posters, materials/brochures, video(s) or other media that have been developed (if applicable).
8. Mailing address, and telephone number of a contact person at the school or SFA, as well as the name of the Child Nutrition Director and School District Superintendent.
9. Enrollment and average daily participation of the school or SFA.
10. Whether or not the SFA received a Team Nutrition grant within the time frame of the period of practice. Please specify if the grant was the basis for the project entered.