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LOCAL PLAN OF ACTION – CAREER DEVELOPMENT & GROWTH

GSNA supports the professional growth and career pathways of members School nutrition professionals will continually improve their knowledge and skills to administer, manage, deliver, and sustain successful school meal programs.

Objective: Increase professional development opportunities, tools, and resources to foster member growth.

Number of activities to complete for Scroll: 8 Gold – 5 Silver – 3 Bronze

Completing 8 activities in this category helps to qualify for the Gold Scroll and President's Award

LOCAL SCROLL ACTIONS	REQUIRED DOCUMENTATION	GSNA ONLY
1. Hold at least 3 Local Meetings (<i>one meeting can be virtual</i>) that include: <ul style="list-style-type: none"> a. Include GSNA mission statement on all meeting materials b. Provide information on the following during at least 1 meeting on: <ul style="list-style-type: none"> i. Available GSNA and non-GSNA professional development opportunities ii. SNA certification/SNS credentialing iii. SNA/GSNA scholarships and grants-in-aid iv. PPL and importance of advocacy; writing to legislators' information v. Recognize any local scholarship & grant-in-aid winners vi. Benefits of membership vii. GSNA volunteer opportunities viii. Applying for GSNA/SNA awards ix. Promote GSN Foundation along with Foundation activity information x. Encourage attendance at all GSNA and GaDOE educational opportunities 	Copies of Agendas	
2. Include a professional development/educational presentation during at least 1 local meeting	Copies of handouts or presentation	
3. Submit training topic and speaker requests for upcoming GSNA educational events to District President by 9/30/23	Copy of email	
4. Attendance at GSNA Manager's Retreat & Training	List name of attendee(s):	
5. Attendance at GSNA SNAP Training	List name of attendee(s):	
6. Attendance at GSNA Equipment Academy	List name of attendee(s):	
7. Attendance for one or more members at the 2023 GSNA Annual Conference on Jekyll Island	List name of attendee(s):	
8. Attendance at, at least one of the following: GSNA meeting, SNA meeting, Industry Child Nutrition Conference, or GaDOE webinar or training (not Director's Briefing)	List name of attendee(s):	
9. Attendance at 2023 Kickoff Luncheon – September 14, 2023, in Macon	List name of attendee(s):	
10. Contribute \$50 to GSN Foundation &/OR donate item for silent auctions &/OR sponsor hole at or volunteer during golf tournament	List contribution(s): +1 additional point for more than one \$_____	
Total Activities Completed	TOTALS:	
Elective Activities: Conduct up to 2 additional activities that focus on professional development		
Total Elective Activities completed		



LOCAL PLAN OF ACTION – VOICE OF SCHOOL NUTRITION

Policy makers, school officials, parents and school nutrition professionals will rely on GSNA as the leading advocate for school nutrition programs.

Objective 1: Increase efforts to educate policy makers and other decision-makers on the value, scope, and complexity of school nutrition programs.

Objective 2: Increase efforts to enhance the public's perception of school nutrition professionals and school nutrition programs.

Number of activities to complete for Scroll: 14 Gold – 11 Silver – 9 Bronze

Completing 14 activities in this category helps to qualify for the Gold Scroll and President' Award

LOCAL SCROLL ACTIONS	REQUIRED DOCUMENTATION	GSNA ONLY
1. Share SNA and GSNA position papers and policy action alerts to local members	Copy of meeting agenda or copy of email(s)	
2. Invite Legislators (GA/National) and/or Board Members to eat at their school or to a chapter meeting	Documentation of invite	
3. Attendance at GSNA Legislative Advocacy Conference by at least one member of GSNA Local Board	Name of Attendee(s):	
4. Promote attendance at SNA LAC	Copy of meeting agenda or copy of email(s)	
5. Donate to GSNA Legislative Fund: \$2 per local SNP employee by 3-1-24	Date: _____ Amount: \$ _____	
6. Submit ALIRT Award application to District PPL Chair by 3-1-24	ALIRT application	
7. Complete monthly social media posts tagged with #GSNAMinded	Screenshot of post	
8. Encourage "like/follow" of GSNA accounts by all members and non-members via social post, email, or verbal communication	Method of encouragement & date(s) Methods: Dates:	
9. Promote Nutrition Advisory Council Art Contest	Copy of communication	
10. Submit application for Media Award	Media Award submitted	
11. Submit entries for Participation Awards (Certification, % meal increase, high participation)	Award submissions	
12. Participate in local community project or fundraiser	Photos and/or description of project	
13. K12 Happenings Throughout the State – submit district best practice activities (hiring events, industry partnerships, staff initiatives, student promotions, etc.) to District President each month One District will be selected as "District of the Month" each month	Copy of Communication Submit to District President Monthly by the 15 th of each month Aug-April	
14. Promote GaDOE Cafeteria of Excellence Award	Copy of meeting agenda or email	
15. Submit an entry for GaDOE's Tray of the Week,	Screenshot of tray	
16. Have at least one school with an active NAC group;	Photo of one NAC meeting or activity	
17. Submit an entry for the NAC of the Year Award or NAC Art Contest	Copy of Award submitted	
Total Activities Completed	TOTALS:	
Elective Activities: Conduct up to 2 additional activities that focus on advocacy and/or public image	Description of each activity	
Total Elective Activities completed		



LOCAL PLAN OF ACTION - STAKEHOLDER COMMUNITY

School nutrition programs statewide will be strengthened through the engagement, leadership, and collaboration among GSNA's members, the GSNA Foundation, allied partners, and other stakeholders.

Objective 1: Increase membership and member retention.

Objective 2: Increase opportunities for partnerships of GSNA members that reflect the association's core values.

Objective 3: Continue growth of relationships with industry partners to be seen as valued leaders among the membership.

Number of activities to complete for Scroll: 12 Gold – 9 Silver – 6 Bronze

Completing 12 activities in this category helps to qualify for the Gold Scroll and President's Award

LOCAL SCROLL ACTIONS	REQUIRED DOCUMENTATION	GSNA ONLY
1. Pay for membership for someone who is not currently a-GSNA member	Name of non-member Name:	
2. Encourage an industry partner to join GSNA <u>OR</u> thank one or more industry partner(s) for GSNA membership/sponsorship	Copy or date of communication Date:	
3. Provide at least 2 ideas for new member recruitment and retention of existing members incentive strategies to District President by 9/30/23	Copy of email to District President	
4. Set a membership goal to increase membership and list on affiliation form Bonus point if membership goal is met	Complete affiliation form by 10/1/23 and record membership increase goal	
5. Apply for 100% membership award	Award application submitted to GSNA	
6. Submit to your district president one way your local association can work towards GSNA's mission "To advance the availability, quality, and acceptance of school nutrition programs as an integral part of education"; Due 9/30/23	Copy of email to district president	
7. Submit a "Year in Review" picture display to showcase your 2023-2024 school year by April 1, 2024, Submit to District President	Copy of email to District President	
8. Invite an industry member to present at a local board meeting, in-service, or manager's meeting	Name of industry member(s) attending Name:	
9. Submit Local affiliation form	Submit by 10/1/23	
10. Submit list of 2024-2025 Local officers	Submit by 3/1/24	
11. Apply for at least one position recognition awards Employee of the Year, Manager of the Year, Director of the Year, Central Office Support, etc.	Award application submitted	
12. Promote/facilitate Local Level Culinary competition	Local winners submitted by deadline–List Contestant and Recipe Name Contestant: Recipe:	
13. Send pictures of project activities (Ex: breakfast & lunch trays, school promotions, NSLW, NSBW, Harvest of the Month, students & staff, etc) for the GSNA website and social media accounts to GSNA Social Media Chair, gsnasocialscroll@gmail.com	Dates of Pictures (1 point per submission for up to 3 submissions)	
14. Submit pictures to gsnasocialscroll@gmail.com for use in Georgia Gems Fall Issue–August 31 st , Winter Issue–November 15 th , Spring Issue – February 1 st	Pictures sent to GSNA for Georgia Gems Yes: _____ No: _____	
Total Activities Completed	TOTALS:	
Elective Activities: Conduct up to 2 additional activities that focus on membership and community		
Submit one mini article for Georgia Gems (Fall, Winter, or Spring Issue) Submit to gsnasocialscroll@gmail.com by the submission deadline Fall–August 31 st , Winter - November 15 th , Spring – February 1 st		
District is totally School District Owned Membership		
Total Elective Activities Completed		

LOCAL PLAN OF ACTION – THRIVING ORGANIZATION

GSNA will have a financially sustainable funding model with a nimble governance and headquarters staff structure that is aligned with the strategic plan and reflects contemporary business practices.

Objective 1: Improve GSNA Local Board policy and procedures that will encourage a financially stable association.

Objective 2: Support the development of new leaders within our local, district, and state association.

Number of activities to complete for Scroll: 5 Gold – 3 Silver – 1 Bronze

Completing 5 activities in this category helps to qualify for the Gold Scroll and President's Award

LOCAL SCROLL ACTIONS	REQUIRED DOCUMENTATION	GSNA ONLY
1. Review budget and discuss potential fundraisers to generate revenue for GSNA local level projects and participation in GSNA events	Copy of meeting agenda	
2. Submit at least 2 fundraiser ideas to District President by 9/30/23	Copy of email to District President	
3. Implement a Local level fundraiser	Submit information on fundraising goal, activity and if goal met	
4. During a local meeting conduct one engagement opportunity with the goal of increasing leadership development	Copy of meeting agenda, activity explained and result	
5. Submit a name for 2023-2024 Leadership Academy	Documentation is submitted name	
Total Activities Completed	TOTALS:	
Elective Activities: Conduct up to 2 additional activities that focus on governance, Operations or contributing to a robust pipeline	Description of each activity	
Total Elective Activities Completed		





Local Plan of Action Scroll Preparation Instructions

The Plan of Action (PoA) reflects the message of this year's theme "**MISSION Minded, VISION Focused**". Its purpose is to help members connect with existing and new members to improved involvement and access to GSNA events and activities.

The PoA is divided into *four sections* that represent the major focus areas – **Career Development & Growth, Voice of School Nutrition, Stakeholder Community and Thriving Organization**. Each area has several activities that will focus on the work to be conducted and completed by the chapters and districts. The activities are designed to accomplish the work of the Association as outlined in the *State Strategic Goals* and to allow for choices that reflect the needs of the local chapter or district.

Activities listed as Local Scroll Actions have been identified as essential to the success of the association on a local level and are important in strengthening the association at the local level. Each POA receives a completion credit for completing the plan, credit noted on score sheet. **Additional activities**, called **Electives**, may be conducted in place of the activities listed for each PoA area plan. These activities are intended to allow chapters and districts to conduct activities that best meet the needs of their members. To document electives, place completed documentation and brief description of activity, in each section behind other documents and mark page as 'Elective'.

Gold, Silver, and Bronze scrolls will be awarded based on the number of activities completed. Each plan indicates the number of total activities that must be completed for each scroll award. Each PoA area also indicates the documentation needed for each activity. **The chapter(s) with the highest number of accumulated points will be awarded the President's Award.**

Completing the Scroll

You have two options for submitting your scroll: (1) 3 prong folder or (2) electronically via email.

Place the following pages in the **order** as indicated:

1. Complete the **Scroll Application Cover Page**. This page should be the first page in the book.
2. Next, place a tab to identify the first scroll action – **Career Growth & Development**
3. Place the completed documentation page for the scroll action in order behind the tab.
4. Place any required documentation, such as a copy of the *agenda, for the scroll action in order behind the tab.
5. Next should be the second tab to identify the second scroll action – **Voice of School Nutrition**
6. Place the completed documentation for the scroll action in order behind the tab.
7. Place any required documentation, such as a copy of the *agenda, for the scroll action in order behind the tab.
8. Next should be the third tab to identify the third scroll action – **Stakeholder Community**
9. Place the completed documentation page for the scroll action in order behind the tab.
10. Place any required documentation, such as a copy of the *agenda, behind the documentation page.
11. Place the fourth tab to identify the fourth scroll action – **Thriving Organization**
12. Place the completed documentation page for the scroll action in order behind the tab.
13. Place any required documentation, such as a copy of the *agenda, behind the documentation page.
14. **Elective Activities: place completed documentation and brief description of activity, in each section behind other documents.**
15. Place the **Scroll Score Sheet** as the last page in the book.

Plans to submit electronically: Send to info@georgiaschoolnutrition.com

1. Make sure all necessary items such as the cover page, completed documentation pages, and all required documentation is in the proper order as outlined in the steps above.
2. Electronic submissions must be contained all within **one** electronic file. We will not accept submissions with several files as attachments to the email.
3. The subject line of your email must be **Chapter name - Plan of Action 2024**
(Example: *Richmond County – Plan of Action 2024* or *District 10 – Plan of Action 2024*)

Plans submitted in 3-prong folder: Send to GSNA 2372 Main Street Tucker, GA 30084

4. Place a label on front of folder with chapter name. Submit all documentation in proper order as outlined in the steps above.

All scroll books whether submitted electronically or via mail in 3-prong folder must be IN the GSNA office no later than **March 1, 2024. NOTE: Please Submit by **ONLY 1 Method**, not **BOTH**.**

* The agenda may be used more than one as documentation for any scroll action



Local Plan of Action Scroll Cover Sheet

All scrolls MUST BE IN the GSNA office no later than March 1,2024

GSNA SCROLLS & PRESIDENT'S AWARD

2372 Main St., Tucker, GA 30084

E-MAIL: info@georgiaschoolnutrition.com

Please place a copy of this COVER SHEET at the front of your folder or e-mail submission.

GSNA DISTRICT: ___1___2___3___4___5___6___7___8___9___10
(Check your district)

Local Chapter Name: _____

Local President's Name: _____

Address (Work):

Telephone (Work): _____ FAX: _____

Address (Home): _____

Telephone (Home): _____

E-mail Address: _____

Date received by

GSNA Use Only!



2023-2024 SCROLL SCORE SHEET

Local Chapter Name: _____

Total of Activities to Complete for each plan for Gold, Silver, or Bronze Scroll			Local Plan of Action	Total activities completed	Up to 2 Elective Activities may be completed per action step	*Total combined points achieved per action step
GOLD	SILVER	BRONZE				
8	5	3	Career Development & Growth			
14	11	9	Voice of School Nutrition			
12	9	6	StakeholderCommunity			
5	3	1	Thriving Organization			
GOLD	38-46	Scroll Achieved to be Awarded:			Total Points:	
SILVER	28-37					
BRONZE	22-27					

* To calculate "Total combined points" add figures in Total Activities Completed column + Electives column = Total Points.

The chapter(s) with the highest number of accumulated points will be awarded the President's Award

GSNA Thanks Our 2023-2024 Handbook Sponsors:



2023-2024 LOCAL SCROLL ACTIVITY DEADLINE CHECK LIST

DUE DATE/ DEADLINE	ACTIVITY	DATE COMPLETED
CAREER DEVELOPMENT & GROWTH		
9/30/23	Submit training topic and speaker request for GSNA Educational events to District President	
3/1/24	Contribute \$50 to GSN Foundation, donate Silent Auction Item or volunteer during golf tournament.	
VOICE OF SCHOOL NUTRITION		
1/12/24	Submit NAC Art winners to District President	
3/1/24	Donate to GSNA Legislative Fund: \$2.00 per local SNP employee	
3/1/24	Submit ALIRT Award applications	
3/1/24	Submit for Media Award	
3/1/24	Submit for Participation Awards	
3/1/24	Submit an entry for GaDoe's Tray of the Week	
STAKEHOLDER COMMUNITY		
8/31/23 11/15/23 2/1/24	Submit pictures for use in Georgia Gems	
9/30/23	Provide at least two ideas for new member recruitment and retention to District President	
10/1/23	Submit Local Affiliation	
3/1/24	Apply for 100% membership award or increased membership award	
3/1/24	Submit 2024 – 2025 Local Chapter officers	
3/1/24	Apply for at least 1 position recognition award	
3/1/24	Submit "Year in Review" presentation to District President	
THRIVING ORGANIZATION		
9/30/23	Submit at least 2 fundraiser ideas to District President	

BEGINNING CHAPTER PLAN OF ACTION 2023-2024

A "Beginning Chapter" may be a new chapter or a chapter re-affiliating after a minimum of two years of no activity.

BEGINNING CHAPTER ACTIVITIES	REQUIRED DOCUMENTATION	GSNA ONLY
1. Submit completed GSNA Local Affiliation Form and Local Bylaws adopted, by October 1, 2023 to GSNA headquarters office, 2372 Main St., Tucker, GA 30084. Contact GSNA headquarters (info@georgiaschoolnutrition.com) for a sample copy of bylaws.	Submitted Local Affiliation Form and Local Bylaws. Yes _____ No _____	
2. Support state and national legislative goals and issues.	Supported state and national legislative goals and issues. Yes _____ No _____	
3. Conduct three local meetings either physical, virtually or with the distribution of training materials that include topics relating to school nutrition advocacy, membership, and community involvement.	Conducted three local meetings in some form, 3 agendas attached: Yes _____ No _____	
4. Elect officers for your chapter.	Attach elected officer's form.	
5. Submit list of 2024-2025 officer names and complete addresses to GSNA Headquarters postmarked by March 1, 2024.	Submitted 2024-2025 officer form: Yes _____ No _____	
6. Increase the awareness of GSNA/School Nutrition through community involvement. Share the great things your system has done to get the school nutrition story to schools, board, parents, students, communities, and government officials via one of the outlets below. A. Classroom visit B. School/system Web site C. NAC Groups D. Community Activity E. Local newspapers F. No Child Hungry Activity G. Local Radio H. Presentation to PTA/PTO I. Presentation to BOE J. Present at school council meetings K. Other List outlet/event by letter with a brief description of how you educated the public on SNP. May attach additional pages _____ _____ _____	Increased awareness of school nutrition through community involvement. Yes _____ No _____	
7. Upload 2 or more pictures of your events to your District Facebook Page	Screenshot of pictures on Facebook	
8. Attend one GSNA District Meeting	Copy of district meeting agenda	

All "Beginning Chapters" may earn a "Rising Star" scroll by completing all the above actions steps and submitting the scroll application with cover sheet to GSNA postmarked by March 1, 2024.

