



School Nutrition
Association
Of Michigan
School Wide Training
Sub-Committee

**Policy and Procedure Manual
For School Nutrition Professionals**

March, 2017

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SNAM State Wide Training Task Force

Abbreviations

MDE = Michigan Department of Education

SNAM=School Nutrition Association of Michigan

SWTP = Statewide Training Program

SWT= Statewide Training (Subcommittee)

MSBO = Management Services

CEU = Continuing Education Units

TTT = Train The Trainer

CNP = Child Nutrition Program

4. MISSION STATEMENT AND GOALS

A. Mission Statement:

The mission of the statewide training subcommittee is to provide "Quality Nutrition Programs through Education."

B. Goals:

- 1) The statewide training subcommittee will design and implement a process to identify the training and professional development needs of the Child Nutrition Program personnel in Michigan.
 - a. Identify the stakeholders (people who have an interest in the advancement of the CNP) and develop survey instruments to determine the needs.
 - b. Conduct surveys, summarize findings, and analyze data to determine direction for training and professional development.
- 2) Using results of training and professional development assessment, design a delivery system, which is affordable, accessible, and flexible in order to reach CNP personnel in all areas of the State of Michigan.
 - a. Develop a systematic process for revision of existing SWTP Curriculum to meet identified needs and reflect current trends and research findings.
 - b. Design training methods, which will provide opportunities to build self-esteem, develop leadership skills, and assist school food service directors with local training needs.
- 3) Develop marketing and evaluation strategies to communicate the value of professional development.
 - a. Create materials that more effectively explain the statewide training program as a vehicle for achieving certification.
 - b. Develop linkages with allied associations and key leaders to enhance the image and perception of CNP's.
 - c. Increase marketing efforts to CNP personnel and key educators on the value of professional growth and training.

5. ORGANIZATION

- A. Subcommittee Chair:** the SNAM SWT Subcommittee chair shall be appointed by the SNAM President. The Subcommittee chair shall serve a one year term and may be reappointed.

The Subcommittee Chair responsibilities shall include the following but not limited to:

- 1) Plan the SWT meeting dates.
- 2) Represent the SWT to other agencies and organizations.
- 3) Prepare agendas, send out meeting notices, and preside at SWT meetings.
- 4) Appoint, with SWT approval, Chairs for Special Committees.
- 5) Prepare and submit required Annual Report of yearly activities to SNAM for the Annual Conference.
- 6) Serve as a member of the SWT Administrative Committee.
- 7) Supervise and manage all activities of the SWT.

- B. Vice Chair:** appointed by the SNAM President for a one year term who will move into the Chair's position in the second term of service; Responsibilities include: Overseeing Curriculum content, revisions of Instructor and Participants manuals when needed, and Potential instructor applicants with the help other members of the committee and trainers.

- C. Treasurer:** The Treasurer of the SWT shall be elected from the membership of SWT and shall serve a two year term. The Treasurer may be elected to subsequent terms. Responsibilities shall include the following:

- 1) Develop an annual budget for approval of the SWT by June 1 of each year and submit the budget to for approval.
- 2) Monitor expenditures from the SWT account to ensure they are within budgeted amounts.
- 3) Develop and update, with SWT approval, financial policies and procedures for the SWT.
- 4) Serve as a member of the SWT Administrative Committee.

D. Secretary: The Secretary of the SWT shall be elected from the membership of SWT and shall serve a one year term. The Secretary may be elected to subsequent terms. Responsibilities shall include the following:

- 1) Record and distribute minutes of all SWT meetings within 2 weeks after the meeting date. The distribution of the minutes shall include all members of the SWT, The SNAM Executive Committee, Executive Director of SNAM, and the Director of the Office of School Support Services of MDE.
- 2) Send meeting notices to SWT members and others as directed by the SWT, and the Professional Development Chair.
- 3) Conduct correspondence as directed by the SWT.
- 4) Serve as a member of the SWT Administrative Committee.

E. Administrative Committee: The Administrative Committee shall consist of the Subcommittee Chair, the Chair of the SNAM Professional Development Committee, Treasurer, and the Secretary. Responsibilities shall include the following:

- 1) Conduct the daily affairs of the SWT according to the policies and procedures established by the SWT
- 2) Work with the Treasurer to develop the annual budget.
- 3) Develop and propose policies, procedures, and programs to the SWT for review and approval
- 4) Conduct all business referred to it by the SWT.

F. Membership: The SWT shall be composed of the following members:: Chair for one year term; a Vice Chair, appointed by the SNAM President for a one year term who will move into the Chair's position in the second term of service; Professional Development Chairperson; Nutrition Committee Chairperson; President - Elect; Michigan Intermediate School District Consultants with food service responsibilities; six Food Service Directors; Assistant Food Service Directors, Supervisors, or Managers, who are members of SNAM; appointed to staggered three (3) year terms by the SNAM executive board, a representative of Michigan School Business Officials (MSBO) Food Service Program and Research Committee; an at-large SNAM

member and a representative from the Michigan Department of Education (MDE) Child Nutrition Program.

6. FINANCIAL POLICIES

- A. Travel Reimbursement:** When it is necessary to travel to deliver or receive training, lodging, meals, and mileage will be reimbursed. Please refer to the "Rate Sheet for Reimbursement and Fees" (Attachment A) at the end of this document. When long distance travel is required, SWT members or instructors will be reimbursed for actual mileage or for airfare whichever is less. Receipts for meals, lodging, parking and mileage must be attached and reported on the Instructor Checklist when class materials are returned to the SNAM office. All reimbursement rates will be annually reviewed and will be adjusted based on reimbursement rates set by SNAM. Mileage, meals, and parking will also be reimbursed for members of the SWT to attend SWT committee meetings. If an overnight stay is required, lodging will also be reimbursed.
- B. Instructor Fees:** SWT instructors are paid an hourly rate for every hour of class time plus the hourly rate for one half hour of preparation time for each hour of class time. For example, an instructor would be paid for fifteen hours when teaching a ten hour class like Sanitation and Food Safety: ten hours of class time and five hours of prep time. Instructor fees are waived for Intermediate School District Food Service Consultants who receive pay from their employers for teaching courses. Refer to the "Rate Sheet for Reimbursement and Fees" (Attachment A) at the end of this document for instructor stipends. These rates will be reviewed annually and adjusted as necessary. Instructor stipends are not paid until all returnable course materials and receipts, if applicable, are received at the SNAM offices.

When two instructors team-teach, each instructor will receive a $\frac{1}{2}$ stipend for the class unless otherwise directed by the instructors. The primary instructor must indicate who team-taught with them on

the Instructor Checklist (Attachments B1 and B2) and indicate if there are other expenses for the secondary instructor (For Example: Mileage).

C. Procedure for Food Module Assistant (See Attachment C)

- D. Course Fees:** The course fees for Statewide Training courses are listed on the "Rate Sheet for Reimbursement and Fees" (Attachment A) at the end of this document. Fees are based on the length of the class and on the cost of materials for each specific class. When the SWT purchases a curriculum from another source, the cost of that curriculum is passed on to the participant. Course fees will be reviewed annually and recommendations made to the SNAM Executive Board for approval. Anyone who participates in a class must pay whether they pilot the class or are taking it for credit, if there is a charge for the class.

The courses require a minimum registration of 8 people. (8/07) Policy has allowed other arrangements in the past such as a school district paying for "spaces" that are not filled in order to be able to hold the class at a particular location. Food preparation classes are usually limited to no more than 24 because of limited kitchen size.

E. Refund Policy: The refund must be requested by the participant.

- 1) It is desired that the refund be requested 2 weeks before the class is scheduled to begin. Call the SNAM office as the registering agency to let them know the participant will not be attending the class and request the refund.
- 2) In case of emergency on the day of the class, if possible let the instructor know that the participant is not attending, call the SNAM office as the registering agency to let them know that the participant will not be attending and request a refund. The request must be made within 2 weeks after the class began. If there are extenuating circumstances the Subcommittee Chair should be contacted.

F. Instructor Supplies: Instructors can purchase class supplies (i.e.

pencils, nametags, markers, blank transparency sheets) if they wish. They can be reimbursed for these items by sending receipts and a voucher to SNAM office at the conclusion of a class or to the SWT chair who will process an expense voucher for the instructor to SNAM. All material needed to teach the class will be sent to the instructor or to the location of the class. Audio visual equipment needed for the class will be requested at the time the location is booked.

- G. Annual Budget Development:** Expenditure and revenue decisions are the responsibility of the entire SWT. At the end of each fiscal year the SWT will review the budget, class fees, and instructor stipends from that year and make recommendations to the Administrative Committee for projected revenues and expenditures for the coming year. The recommended budget will be presented to the SNAM Budget committee for inclusion in the SNAM Budget (under Professional Development) prior to the new fiscal year.
- H. Instructor Payment Process:** In order to be reimbursed for training expenses and to be paid an instructor stipend, an expense voucher is submitted to the SNAM office by the instructor.

When an instructor has completed a class, she or he must send within 10 working days unless other arrangements have been made, the pretest and posttest booklets, if applicable; course evaluations; videos; answer keys; class material checklist; extra participant manuals and materials to the SNAM Office.

Completed class roster; post test answer sheets; CEU sheets; liability statement; completed registration forms for participants not on the original list; checks/money orders; SNAM Expense Voucher; mileage, postage or shipping charges for sending materials to the SNAM office; meal and lodging receipts are to be sent to the SNAM office within 10 working days unless other arrangements have been made. Expenses must be recorded on the Instructor Checklist, which is included in the class materials; samples are provided (Attachment B1).

The SNAM office will process information and forward checklists and voucher to the SWT chair/ Treasurer so that vouchers may be approved for payment and forwarded to SNAM for payment.

I. Procedure for statewide training class deposits: All Statewide training deposits go into Statewide Training account 40100 (course fees).

If a membership form is filled out: SNA membership dues are transferred from SWT account 40100 (course fees) to SNA membership account 40210 for all SNA membership deals received the SWT class.

7. COURSE MATERIALS

A. Standardization of Curriculum (See Attachment D)

B. Instructor Manuals: Instructor manuals will be distributed to new instructors during a Train-The-Trainer (TTT) session for that particular class. These manuals contain the curriculum, Flash drives for LCD player, and reference material for the instructor. Additional copies of instructor manuals will be prepared by the SNAM office upon direction by the SWT Chair. When a class curriculum undergoes substantial change, instructor manuals will be updated and sent out to approved instructors. If the class requires retraining of all instructors, the materials will be handed out during the TTT session. Updated information will be provided to approved instructors to insert in manuals as needed.

Instructional manuals needed for team teaching must be requested 4 weeks in advance by the primary instructor for the secondary instructor where the secondary instructor is teaching in order to be qualified to teach the class in the future.

Instructor manuals for team teaching and other requests for manuals must be authorized by the SWT Chair.

- C. **Participant Manuals:** Master copies of the curriculum will be kept at the SNAM office and a backup copy in the permanent file at SNAM office. When classes are scheduled, the SNAM office will have participant manuals printed and sent out by a vendor. The class list and other class materials will be shipped by the SNA office. Manuals will be shipped to the instructor, or to the class site to arrive 3-5 days before the class begins. Participant manuals consist of the printed curriculum bound in a folder

- D. **Class Supplies:** The other supplies needed to conduct a class may include: activity sheets, pre- and post-tests with answer keys, answer sheets, evaluation forms, CEU sheets, videos, pre-printed cards/letters of completion, liability statement, and colored tabs. All of these materials will be shipped to the instructor along with the participant manuals, class list, and class materials check list. Instructors should review the checklist when the shipment is received to ensure that all materials have arrived. If all materials are not present, instructors should contact the SNAM office, and request the missing items 810-677-8955.

Participants are expected to bring a pen or pencil with them to class, so writing materials will not be included in the shipment. Some instructors prefer to carry a number of extra pens and pencils just in case.

8. COURSE SCHEDULING

- A. **Master Class Schedule:** A master schedule of SWTP classes will be kept by the SNAM office. SNAM and MDE will maintain links to the SNAM web site. The schedule will include the class title, location, dates of class, hours of instruction, the instructor's name, and deadline for registration. Registration forms will be included with the master schedule.

- B. **Scheduling Individual Classes:** Class scheduling is done through

SNAM. Fact sheets for each class are listed on the web site. Classes may be scheduled by an instructor or school food service director. Notify SNAM to add the class to the class schedule. Information needed, will include: name of instructor, dates, times, place and maximum class size. Other additional information may be included for special needs, such as fees for meals if classes are running for a day.

When classes are scheduled, arrangements should also be made for an data projector and computer/if needed. These arrangements are best handled by whoever is setting up the class: an instructor, a director, or local contact.

9. CURRICULUM DEVELOPMENT

- A. New Course Development:** New courses will be developed and assigned a course number after approval of the general subject matter by the SWT Subcommittee. A course curriculum subcommittee and chair will be appointed and given their assignment by the SWT Chair. Class levels will be designated by numbers in the 100, 200, 300, and 400 groups. A curriculum subcommittee will consist of SWT Subcommittee members, including at least one Food Service Director, experienced SWTP Instructors, and other members as deemed by the SWT Chair to be essential to the development of a specific course.

The Curriculum Committee Chair will convene a meeting of the subcommittee for the purpose of establishing course content, assignment of course development tasks to subcommittee members, and a timetable for task accomplishment. The timetable should minimally include dates for the following steps:

- 1) First drafts for each lesson or module including handouts, activities, and other media.
- 2) Revisions.
- 3) Final draft for each lesson or module.
- 4) Mailing of final draft to at least five reviewers for editing of content and format. The reviewers must be drawn from ISD

Food Service Consultants, SNAM Representatives, Food Service Directors, and others with expertise relevant to the specific course.

- 5) Revisions.
- 6) Pilot test for the developed course.
- 7) Obtain trainer feedback and suggestions for revisions from pilot trainers.
- 8) Final Revisions.
- 9) Approval by SWT.
- 10) Train-the-Trainer, after which the course is available for delivery by trained instructors.

- B. Course Revision:** A maximum of two courses will be under revision at any given point in time unless the SWT decides circumstances warrant additional activity and resources are available to devote to additional course revision. Priorities for course revision will be established by the SWT. Revisions will be accomplished using the process for new course development described under 7-A.
- C. Course Approval Process - Internal Courses:** Following course development, as defined in 7-A, or course revision as defined in 7-B, and prior to the Train-the-Trainer program taking place, a course will be presented to the SWT for final approval. The responsible curriculum committee chair will present the course for approval, provide supporting documentation that the course has been reviewed and revised according to SWT procedures, and make available one copy of the completed curriculum for task force members to reference during their deliberations.
- D. Course Approval Process - External Courses:** A course developed by an entity outside the SWT may be recommended for inclusion in the Statewide Training Program or for delivery to School Nutrition Association of Michigan food service personnel under the direction of the SWT. The Professional Development Chair, the SWT Chair, and at least one other appointed by the SWT Chair will review the course content and make a recommendation to the SWT Subcommittee for

adoption and an appropriate means of delivery. Any course considered must be from a reputable source, be scientifically sound, be relevant to the needs of a significant number of school food service staff, and be cost effective for implementation.

- E. Innovative Approaches:** The SWT may consider other methods of training beyond the traditional classroom mode. Such approaches must be thoroughly investigated by the SWT, meet the needs of a significant segment of the school food service population, and/or address a unique training need. Funds must be available to support such approaches or be a part of the SWT budget.

10. INSTRUCTOR QUALIFICATIONS AND APPROVAL PROCESS

- A. Instructor Qualifications:** Instructors in the SWTP must possess a knowledge base in foods and nutrition, institutional food service, or a related area; a minimum of three years experience in the school food service industry; demonstrated ability as an instructor of staff and/or in formal classroom settings; and ability to relate to adult learners. Preference will be given to applicants with formal training in education and who have earned at minimum an Associate Degree. The chair has the discretion to waive any or all requirements based on interview and/or qualification.

Special Requirements for an Instructor to Teach- Introduction to School Food Service:

In order for an instructor to teach Introduction to School Food Service the person must:

- (1) Selection committee to review instructor evaluations from past classes taught by applicant;
- (2) If past evaluations are favorable and upon the recommendation of the selection committee, the applicant would team teach Intro #100 with a current instructor.
- (3) Evaluation feedback would be provided to the applicant after team teaching by the primary instructor.
- (4) Recommendation would be submitted by the selection committee for final approval.
- (5) Each year the instructor must attend a SMOT training to keep current on regulations with reimbursement for lodging and

mileage. If this does not happen, they may not teach any more Intro to SFS classes.

- B. Instructor Approval Process:** Interested parties will complete an application for an instructor (Attachment E) and submit to the SWT Subcommittee chair. A team consisting of the SWT Chair, and two SWT members, will conduct an interview of eligible applicants. Each applicant will be asked to demonstrate her or his instructional skills by presenting a lesson from "Sanitation and Food Safety 130." Using written application materials and results of the individual's interview, a majority of the interview team must agree to confirm an applicant as a SWTP Instructor.
- C. Instructor Information:** Following selection as a SWTP Instructor, the instructor will be given a copy of the Policy and Procedure Manual by the SWT Chair. Individuals will be placed on a list of instructors maintained by the SNAM office. The SWT Chair will keep a master directory of instructors and the classes they are approved to teach. This directory will be updated on a yearly basis. Instructors should inform SNAM office if they wish to add to their class repertoire and if they wish to remove their names from the list. The directory will be available on the SNAM web page.
- Instructors are required to teach one statewide training class per year to remain qualified as an instructor, unless an extenuating circumstance exists and is communicated in writing to the chair of SWT.

Team Teaching or Team Training:

A trainer is approved to teach a course by one of three methods: Participate in TTT, Team Train with a qualified instructor, or participate on the development of curriculum.

The Task Force Chair can use discretion to approve anyone as an instructor when extenuating circumstances arise.

Mileage is the only expense reimbursed.

CEU'S are earned during TTT or Team Training
Instructor Manuals are distributed at TTT or Team Training

Team Training Guidelines

The instructor desiring team training must coordinate their own training with a qualified instructor

The Trainee must attend at least 50 % of the class to learn format, material and any teaching techniques unique to the subject

The Team Trainer can assist or teach part of the class with the instructor present but this is not required.

Instructors are the only ones receiving a stipend and need to remain in the class the entire time.

After an instructor qualifies for teaching a specific course, they should contact the SNAM office to update the class list they teach.

11. REGISTRATION AND REPORTING

- A. Participant Registration:** Registrations for SWTP classes may be accomplished by using a registration form available on the SNAM and the MDE web pages. (Attachment G.)

Fees are payable by check or money order to the School Nutrition Association of Michigan and must accompany registrations which are sent to SNAM office. Registrations are required two weeks in advance of the beginning of a course. Walk-in participants and late registrants will be accepted if space is available and if payment is rendered which includes an additional late fee for processing.

Instructors may accept registrations and fees on site, by check or money order.

If the class has prerequisites and late registrants or walk-ins take the class without having the prerequisites, they will not receive credit for taking the class.

- B. Reporting Timelines:** Instructors will complete all necessary reports within 10 working days following completion to the SNAM office.
- C. Instructor Reports to the SNAM office:** Following completion of a

course, the instructor(s) will complete the following:

- 1) Grade the posttest, as applicable.
- 2) Calculate the posttest score as a percentage.
- 3) Record the pretest and posttest scores along with each participant's attendance on the class list furnished by the SNAM office.
- 4) Complete Instructor Check Lists (Attachments B1 and B2) no more than 10 working days following completion of the course unless other arrangements have been made.

D. CEU Reports to the SNAM office: The SNAM office will make a copy for records and maintain the original at the SNAM office no more than one week following receipt.

E. Completion Letter: The SNAM office will produce and send by mail, a letter of congratulations along with the class materials. These letters are pre-printed with participant's name and address on them. upon completion of the class. The SNAM office staff will put in the scores and sign them with electronic signatures and mail them out.

(5-13)

12. RECOGNITION PROGRAM

A. Requirements for Course Completion:

Individual Course:

- 1) Attendance, a minimum of 75% of scheduled course hours
- 2) Completion of required assignments
- 3) Minimum score of 70% on the post-test, if applicable except the Servsafe class which requires 75%

If a class participant is unable to attend 75% of the scheduled hours the instructor may accept additional activities or assignments to make up for lost time. If a participant is unable to complete the class, she or he may re-take the portions missed with no additional payment. If a participant fails a post-test, he or she may contact the instructor within two weeks and make arrangements to re-take the test. Any

participant who fails a post-test twice will be asked to re-take the class. A letter of non-completion will be sent.(Attachment K)

Notification:

- 1) Letter of congratulations with post-test score
- 2) Wallet sized card for successful completion of each course.

Attachment A

Rate Sheet for Reimbursement and Fees

Travel Reimbursement: When it is necessary to travel to deliver or receive

training, lodging, meals, and mileage will be reimbursed at the following rates:

Breakfast	\$7.00
Lunch	\$8.00
Dinner	\$20.00
Mileage	Rate for current year as established by the SNAM

The following schedule governs whether a particular meal can be claimed or not:

Breakfast travel commencing prior to 6:00 a.m. and extending beyond 8:30 a.m.

Lunch travel commencing prior to 11:30 a.m. and extending beyond 2:00 p.m.

Dinner travel commencing prior to 6:30 p.m. and extending beyond 8:00 p.m.

- Lodging will be paid when an instructor must stay overnight to teach a class.
- The instructor is expected to locate the least expensive rate available.
- Receipts for meals and lodging must be attached to the Instructor Checklist.
- Mileage must be reported on the Instructor Checklist.
- \$2.00 per stay in hotel is allowed for tips.
- Parking will be reimbursed for actual cost with receipt.

Instructor Stipend:

Starting August 1, 2013: \$30.00 per hour

Course Fees: Starting August 1, 2013

10 Hr. Classes -- \$50.00 member, \$100.00 non-member

2, 3 Hr. Classes -- \$35.00 member, \$85.00 non-member

There will be a discount of \$15.00 for 10 hour course and a \$10.00 discount for a 3 hour course for a class of 25 participants by one school.

ServSafe Test -- \$60.00 member, \$80.00 non-member

Prometrics Exam -- \$40.00 member, \$60.00 non-member

12 Hr. ServSafe Course -- \$125.00 member, \$175.00 non-member

14 Hr. Financial Management Course-- \$125.00 member, \$175.00 non-member

Late Fee:

Starting August 1, 2006, late fee for late registrants—Additional \$10.00 to pay for additional processing and shipping.

\$30.00 Curriculum writing and webcast oversight fee.

Attachment B

DUE IN 10 DAYS

SNAM INSTRUCTOR CHECK LIST
For Statewide Training Courses

Return to: SNAM
1001 Centennial Way, Suite 200
Lansing, MI. 48917

Instructions:

- 1) **This form is required documentation** to process payment of your Instructor Stipend and Reimbursement.
 *** All information must be completed in the box below, and on the check list below in order for your payment to be authorized. ***
- 2) A **SNAM Expense Voucher** must be completed and returned with this check list to the SNAM office.
 (If you do not have a voucher you may download one from www.michigansna.org)
- 3) Please **check off** the various items on the checklist as you pack them up.

Please determine the amount of postage or the shipping cost of the package and the SNAM envelope before sealing your packages. Enter the cost on the *Instructor Checklist* and on the *SNAM Voucher* before shipping it. **You must complete and return the Instructor Checklist and your SNAM Expense Voucher to receive payment. SNAM will not process your payment without all of these items and the returnable course materials. Thank you for your cooperation in completing the necessary paperwork.**

Call the SNAM office at 517-327-5933 with questions about payment of stipends and reimbursements.

TO BE COMPLETED BY INSTRUCTOR CLASS TITLE: _____ LOCATION: _____ CLASS DATES: _____ INSTRUCTOR: _____	
•	ITEM DESCRIPTION
	Class Participant Roster with Pretest and Posttest Scores Recorded in Percentages (except ServSafe and Prometric scores) and sent by FAX to SNAM at 517.327.0768. Letters of Completion and Envelopes Sent to the Participants by the SNAM office
	Original Class Participant Roster with Pretest and Posttest Scores Recorded in Percentages (Except ServSafe and Prometric scores).
	Completed Pre and Posttest Answer Sheets, if Applicable
	Completed Registration Forms for all Participants who did not Appear on the Preprinted Class Roster
	Checks/Money Orders. Cash IS NOT to be accepted and should not be sent to SNAM!
	Completed Membership Blanks (For Membership Deal)
	Miles to be Reimbursed at SNAM Rate (Enter on SNAM Expense Voucher)
	Postage or Shipping Charge for: SNAM Materials , and Insurance for Video Shipment (Enter on SNAM Expense Voucher)
	Meal(s) (Attach Receipts and Enter on SNAM Expense Voucher)
	Lodging (Attach Receipts and Enter on SNAM Expense Voucher)
	Did you team teach this class? Yes No Name of Team Instructor:
	Completed SNAM Expense Voucher for each Instructor
	Pretest and Posttest Booklets, if applicable
	Course Evaluations
	Video(s)
	Answer Keys
	Class Materials Checklist Completed
	Extra Participant Manuals and Materials

Class/Curriculum Comments: _____

Attachment C

**Statewide Training Program
Procedure for Food Module Assistant**
11/06/03

When a three-hour food preparation module is taught, these guidelines will apply to

the employee who assists the instructor:

1. The school district making the request for the class may provide an employee to assist the instructor at no cost to the SWT. The instructor will clarify this when the class is requested.
2. In the event the school district's Master Agreement and/or Policies and Procedures specify that a food service employee must be present when the kitchen is used by an outside group, the SWT will provide wages for that employee per the Master Agreement.
3. The employee will be paid up to one and a half times the course length (Three hour module would pay up to four and one half hours).
4. The instructor's assistant will receive this compensation for shopping for supplies, setting up for the class, putting items away and being present and providing assistance as needed during the time the course is taught. The assistant will also fulfill any other school district requirements.
5. If the instructor's assistant also wants to take the class as well as assist, this will be permitted as long as the employee pays the correct tuition at the time of registration.
6. The school district will pay for all labor and foods used from their inventory. The school district will also reimburse the assistant for any items purchased for the class. An itemized invoice stating the amount spent on food and labor will be prepared by the host school district for the instructor within one week of class completion. Upon review and authorization by the instructor, the invoice will be sent to SNAM for processing along with class summary material.

Statewide Training Program Standardization of Curriculum

(5/13/04)

In order to keep curriculum standardized, please adhere to the following guidelines before teaching a class.

1. Look over class materials as soon as possible after receiving them.
2. If there is a problem with the class materials, contact the SNAM office 1-800-677-8955 immediately for replacement materials or clarification.
3. If there is not enough time to get new materials, copy any of the pages from the curriculum to meet the needs of the class.
4. Submit copy expenses on the Class Checklist when returning materials.
5. Do not add handouts, materials, or lectures from other curriculum or programs.
6. If you feel that the curriculum is outdated or needs to be revised, please indicate that on the Class Checklist when returning the class materials to the SNAM office. Comments will be reviewed by the SWT Chair.
7. If you have materials you feel should be added to the curriculum, please send a copy to the SNAM office when returning the class materials. The SNAM office will forward these to the SWT Chair for consideration by the appropriate curriculum committee.



APPLICATION FOR INSTRUCTOR: SNAM STATEWIDE TRAINING PROGRAM

Today's Date _____

GENERAL INFORMATION:

Name of Applicant _____
Last First Middle Initial

Address _____
Street No. City State Zip

Email Address _____ Are you a United States Citizen? _____

Social Security Number _____ Telephone # (____) _____

Cell Telephone#(____) _____

SNAM/ SNA Member Number _____ Are you SNA Certified or Credentialed? _____

Identify approximate location or area where you wish to teach: _____

List courses you prefer to teach: _____

When would you be able to begin teaching? _____

How many courses are you willing to teach per year? _____

Are you willing to travel? _____ If yes, list maximum round trip mileage _____

Do you have an automobile available for travel associated with this position?

Person to be notified in case of accident or emergency: _____

Name

Telephone Number

Relationship

Address

City

EDUCATION *(list most recent first)*

Type of School (High School, College, Business, Trade or other)	Location	Dates Attended	Degree Received	Course or Major/Minor

EMPLOYMENT HISTORY

PRESENT EMPLOYMENT (attach additional pages as necessary):

Dates of Employment _____

Name & Address of Employer _____

_____ Telephone Number (_____) _____

Supervisor's Name and Title _____

Briefly describe your position and responsibilities: _____

Attachment E1

PRIOR WORK HISTORY (attach additional pages as necessary):

Dates of Employment _____

Name and Address of Employer _____
_____ Telephone Number (_____) _____

Supervisor's Name and Title _____

Briefly describe your position and responsibilities _____

PRIOR WORK HISTORY (attach additional pages as necessary):

Dates of Employment _____

Name & Address of Employer _____
_____ Telephone Number (_____) _____

Supervisor's Name and Title _____

Briefly describe your position and responsibilities _____

Please describe any additional experience or information that you feel would be helpful in evaluating your qualifications as an instructor. Discuss your interest in teaching food service courses.

PLEASE READ CAREFULLY

I certify that the answers in this application are true to the best of my knowledge. I hereby authorize the ASSOCIATION to inquire and verify any information contained on this application for employment, and the ASSOCIATION shall not be liable for any damages which may result from such inquiry or verification. In this connection, I authorize all previous employers to cooperate with the ASSOCIATION and to release on a confidential basis any information they may have concerning me.

Signature of Applicant

Date

Mail an original, completed application to:

*Lori Adkins
School Food Service Training Task Force member
Oakland Schools
2111 Pontiac Lake Road.
Waterford, MI 48328*

*Questions may be directed to:
lori.adkins@oakland.k12.mi.us
248 209-2102*

Attachment E 2: Application for Introduction to School Food Service Instructor



SCHOOL NUTRITION ASSOCIATION OF MICHIGAN STATEWIDE TRAINING PROGRAM

SNAM

1001 Centennial Way Suite 200

Lansing MI. 48917

Telephone: 1 800-677-8955 • Fax: 517 327 0768

E-mail: snam@michigansna.org • Website: michigansna.org

Dear Applicant,

Thank you for your interest in becoming a qualified instructor for the School Food Service Introduction to School Food Service class offered by the Statewide Training Program for SNAM/MDE. The completing of the application process has required several considerations by the Statewide Training committee in qualifying individuals to become trainers.

As the process has evolved it has been decided that applicants must possess a minimum of five years of Food Service Director level experience and a demonstrated successful track record of teaching at least three other Statewide Training classes. Also, as part of the review process, candidates will be asked to submit their latest Coordinated Review Effort (CRE) results and Nutrition Review results to the selection committee. If a candidate thinks he/she has experience that would substitute for the above, a request for consideration can be made in writing to explain your exception.

Please complete the attached information along with the latest CRE and Nutrition Review results from your district. Return your information to me at

Lori Adkins, SNS
Oakland Schools
2111 Pontiac Lake Road
Waterford, MI 48328

Upon acceptance of your material an essay type questionnaire will be sent to you to complete.

If you have any questions please call me at 248-209-2102.

Sincerely,

Lori Adkins

Lori Adkins, SNS

Child Nutrition Consultant
School Food Service Training Task Force Member

School Food Service Training Program
For School Food Service Professionals

Introduction to School Food Service Instructor Application

Name _____ Date _____

School District _____

Position _____ Years in position _____

How long have you been a Statewide Training Instructor? _____

Please list all SWT classes you have taught in the last three years and date of each class.

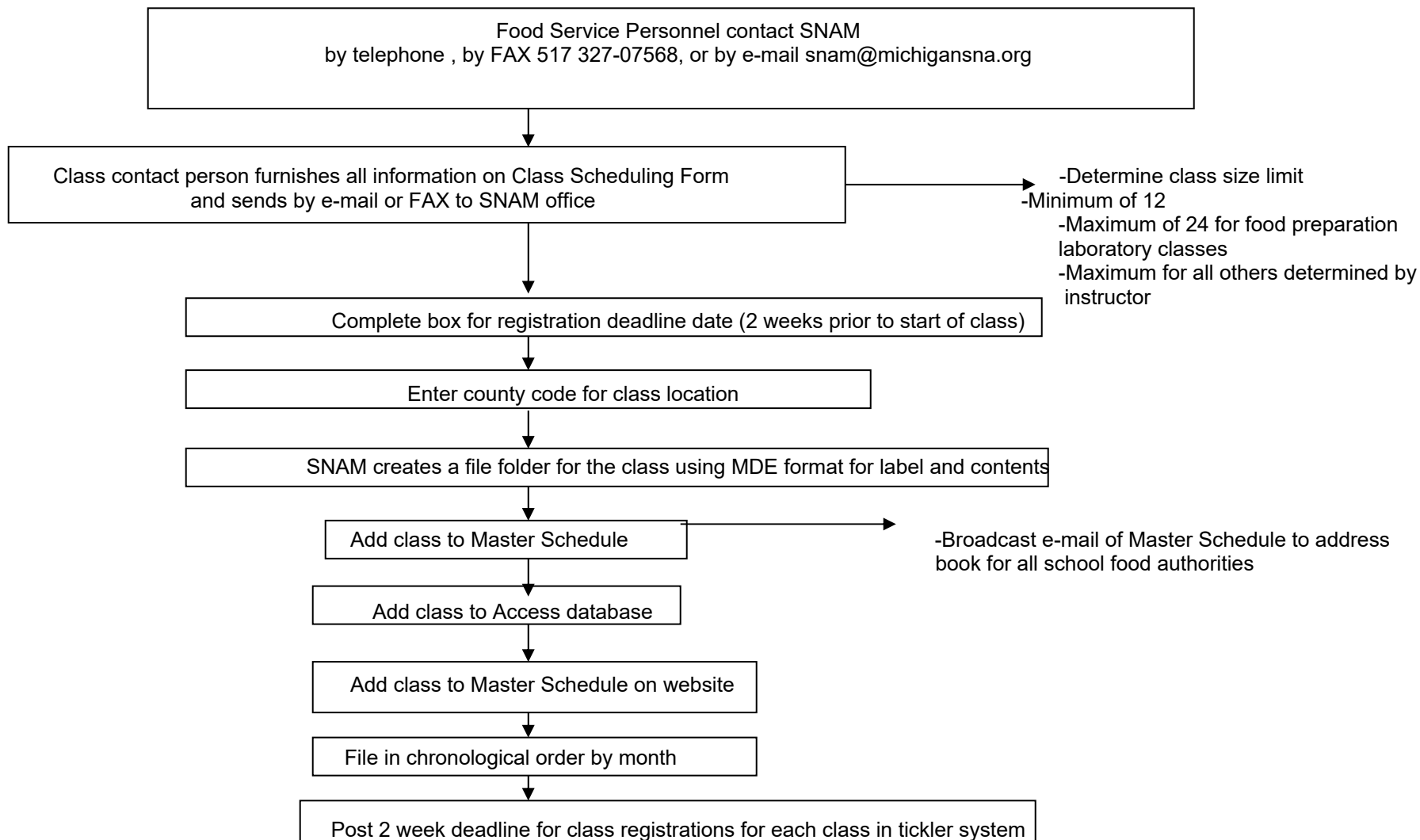
Phone number _____

E-mail address _____

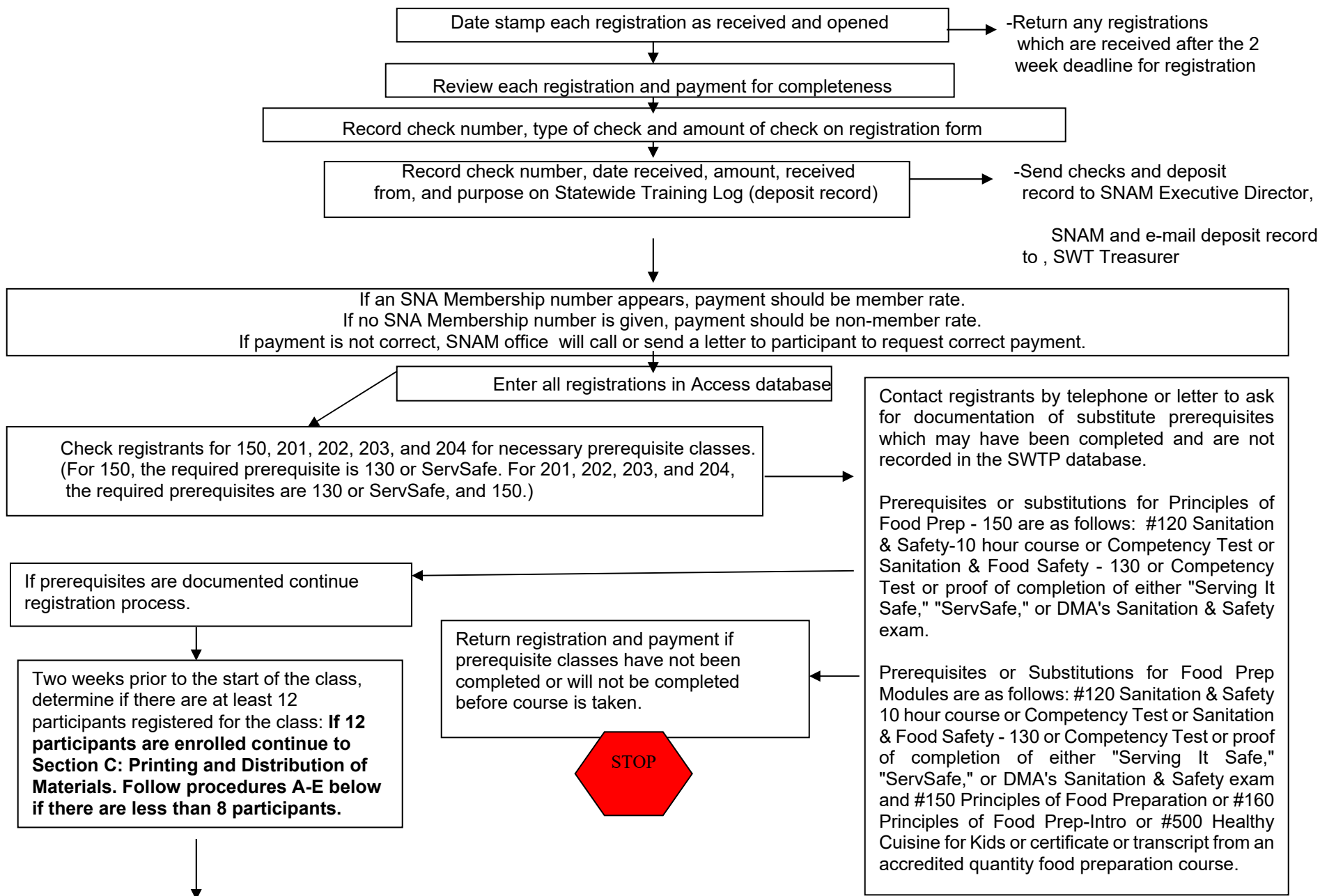
Please return this form along with your latest CRE results and Nutrition Review results to the address indicated.

School Nutrition Association of Michigan Statewide Training Program Class Flowchart

A. Procedures for Scheduling a Class



B. Receiving and Processing Registrations



- A. If there are less than 12 registered for a class. If time permits, call the contact person for the class to see if there may be additional registrations on their way or if a district wishes to pay for additional spaces to hold the class.
 - i. Proceed to cancel the class if the 12 person minimum is not achieved.
 - ii. Notify registered participants by telephone that the class has been cancelled for lack of participation.
 - iii. Request refund checks to be sent by SNAM office using the standard format.
 - iv. Document cancellation in Access database and class file folder.

C. Printing and Distribution of Materials

The SNAM office will print letters of completion for each participant and send to the instructor for mailing following receipt of a FAX copy of the participant roster at the completion of the course. A window envelope with first class postage will be included for each participant. The SNAM office will bill SWT for the cost of envelopes and postage. The letters are to be sent to the instructor within one week of receipt of the participant roster or by mail. Instructors mail letters of completion to participants within two days of receipt. Currently this may be changed to electronic signatures being placed on the letters and letters being mailed from the office.

The SNAM office will order notebooks in binders. Using the "Class Checklist" for each course and the "Instructor Checklist", all materials for the class will be assembled and shipped to the location specified on the "Class Scheduling Form". Participant manuals will be printed and sent by an outside vendor and will arrive 3-5 days prior to the start of the class.

D. Finalizing a Class

Instructors will return the following class materials to the SNAM office Instructor Checklist, pretest and posttest booklets, course evaluations, videos, answer keys, completed Class Materials Checklist, extra participant manuals and materials, and any other items specified on the Class Materials Checklist. Course evaluations will be filed at the SNAM office for tabulation and summarizing. Materials will be checked back in and stored. The SNAM office will contact instructor if materials are missing. Payment will not be approved until all materials are returned.



FAX the class list with pre- and post-test scores and send the original by mail along with posttest answer sheets, CEU sheets, liability statement, checks or money-orders and registration forms from walk-in participants, SNAM Instructor Checklist with completed SNAM payment voucher and attached receipts, and completed SNA membership forms marked SWTP in the Payment Information section



SNAM will enter pre-test and post-test scores in the Access database and file the class list in the course file. The liability statement will be filed in the course file. Checks, money-orders, and registrations for walk-in participants will be processed as described above for new registrations and added to the file for this class. Cards and letters of completion will be printed with scores and signed and sent to participants. SNAM will bill participants who have not paid and hold their letters of completion until payment is received.



When everything is finalized for the class, and sent to SNAM, Instructor Checklists completed SNAM payment voucher and receipts will be sent by SNAM to the Chairman, SWT or the appointed person for payment authorization. The payment authorization will be signed, copied for the files, FAXed to the SWT Treasurer, and originals sent to SNAM for payment.



E.. Broadcast Electronic Mail



SNAM will strive to obtain an e-mail address for an appropriate contact person in each school food authority so that e-mail messages may be sent to provide the Statewide Training Program class schedule whenever a new class is scheduled.

F. Public Service Announcements



SNAM will obtain contact information to issue public service announcements in selected regions of the state to promote registration for Statewide Training Program classes. PSA's may be sent to newspapers, radio stations and/or television stations.



STATEWIDE TRAINING PROGRAM FOR SCHOOL NUTRITION PROFESSIONALS REGISTRATION FORM

Cost:	<u>10 Hr. Course</u>	<u>3 Hr. Course</u>
	\$50 – member	\$35 – member
	\$100– non-member	\$85 – non-member
ServSafe Course: \$125 / \$175		
Exam: \$60/ \$80		
Prometric Exam: \$40/\$60		
<i>Rates are subject to change.</i>		

Use one form and one check per class. All Fields must be completed to be registered.

School District: School District Phone: School District Code (if known): 	Class Name: Class Location: Class Date(s):
--	--

	Last Name <i>(please print)</i>	First Name	Home Telephone	E-mail address	Home Address (Street, City, Zip)	SNA/SNAM Member #	Fee per Student
1							
2							
3							
4							
5							
6							
7							

**Late Registration Fee of \$10.00 per Student if registering less than 2 weeks before class begins.
Course materials may not be available to late registrants, but will be sent as soon as possible.**

Total the right-hand column and attach a separate check for this amount only

Make checks payable to **SNAM**. A NSF fee of \$25.00 will be charged for all returned checks.
 Mail : SNAM ,Attn:Whitney,1001 Centennial Way,Suite 200,Lansing MI. 48917
 Fax :
 Email : Send this form as an attachment to: snam@michigansna.org with payment to follow
To complete your registration, payment or a purchase order number must be received by the deadline.
 Credit cards are accepted and subject to a \$2.00 convenience fee.
 When paying with a credit card, you may call in your card number for security.
 Payment Method: MC Visa AMEX DC Check/PO (# _____)
 Credit Card Number: _____ Exp. Date: _____
 Signature: _____

Registrations are accepted on a first-come, first-served basis. **Confirmation letters are NOT sent.** Assume you are registered unless otherwise notified. If a class is filled or cancelled, you will be notified and payment will be refunded or returned. Class size minimum is 8 registrants. Please contact Whitney Haughey with any questions at snam@michigansna.org



**Statewide Training Program
Class Scheduling Form**
(Use only to schedule a new Statewide Training class)

Contact Person Information

Current Date	
Person Requesting Class	
School Name	
Phone #	

Class Information

Class name	
Class Dates	
Class Times	
Class Location	Building Name: Room Name: Building Address: City, Zip Code:
Ship Materials To	Contact's Name: Contact's Phone #: Contact's Email Address: Building Name: Building Address: City, Zip Code:
Class Size Limit	
Instructor's Name	

Please complete the form and fax it to the SNAM office at (517 3270768, Attention: Whitney Haughey Please visit within 2 business days for class confirmation. If you do **not** see your class via the website, please follow-up with our office.

<i>For SNAM Use Only</i>	Deadline Date:	<input type="checkbox"/> <i>Class</i>	<input type="checkbox"/> <i>Folder</i>
	School Code #:	<input type="checkbox"/> <i>Master Schedule</i>	<input type="checkbox"/> <i>FoxPro</i>
		<input type="checkbox"/> <i>Website</i>	

[Copy as Necessary]

Revised

School Nutrition Asso. of Michigan Statewide Training Program Key Contacts 2016-17

Who to call	Contact Information	Subject to Oversee
SNAM Attn: Whitney Haughey 1001 Centennial Way, Sute 200 Lansing, MI. 48917	Wk: 800 677-8955 snam@michigansna.org www.michigansna.org FAX 517 327-0768	Scheduling a class Registration & payment for classes Determining if a class has enough participants or will be cancelled Letters of completion for classes Level completion letters & pins On-Line training courses Course materials (manuals, videos, tests, handouts, etc.)
Sue Bevin Vice –Chair School Food Service Training Task Force	sbevins@richmond.k12.mi.us	Instructor manuals Curriculum content and revisions Potential instructor applicants w/Lori at ISD
Chuck Wolford Subcommittee Treasurer	Wk: 734-334-1511 Fax: 734 334-1662 Cell: 734 740-2915 wolforc@resa.net	Instructor payment or reimbursement records
Chair Maureen Ouvry	Work: 269 321-1031 Cell :269 720-3275 FAX :269 321-1060 mouvry@vicksburgschools.org	Communication with Trainers Team Teaching Train-The-Trainer
Michigan Department of Education	517-373-3347	Technical assistance for Child Nutrition Programs
An experienced instructor	List of instructors on the website: www.michigansna.org	Seeking advice on a certain course
Scott Little SNAM Executive Director 1001 Centennial Way, Sute 200 Lansing, MI. 48917	slittle@msbo.org	Questions regarding membership and certification with SNA or SNAM
School Nutrition Association 700 S. Washington St., Ste. 300 Alexandria, VA 22314	800-877-8822 www.schoolnutrition.org	Questions regarding national membership and certification with SNA

School Food Service Training Task Force Members 2016-17

Name,	Agency	Address	Phone Number Fax , Cell ,Email address
Lynna Hassenger Director 3 yrs. 2015-17	Okemos Public Schools	4406 North Okemos Rd. Okemos, MI. 48864	Wk: 517 517 706-5012 Fax: 517 349-6235 Cell: 517-262-1002 Fax : Lynna.hassenger@okemosschools.net
Lori Adkins Oakland Consultant	Oakland Schools/	2111 Pontiac Lake Rd. Waterford, MI. 48328	Wk: 248-209-2102 Fax: 248 209-2523 Cell: 248 770-3184 lori.adkins@oakland.k12.mi.us
Carolyn Thomas Macomb ISD Consultant Professional Dev chair	Macomb ISD	Macomb ISD 44001 Garfield Rd Clinton Twp, MI 48038	Work 586 228-3349 Cell 248 892-8937 FAX 586 286-8998 cthomas@misd.net
Chuck Wolford Wayne RESA Consultant Treasurer	Wayne RESA	33500 Van Born Rd. Wayne, MI. 48184	Wk: 734-334-1511 Fax: 734 334-1662 Cell: 734 740-2915 wolforc@resa.net
GISD Representative Marian Keenan	Genesee ISD	2413 W.Maple Ave. Flint, MI. 48507	Wk:810-591-5134 Fax: 810 591 4940 Cell: 810 348-3034 mkeenan@geneseeisd.org
June Bailey, At-large Secretary	Home/Retired	9641 So. 8 th St. Schoolcraft, MI. 49087	Phone:269 375-3187 Fax: 269 375-3467 jab49087@aol.com
Sue Bevins Director 3 yr 2016- Vice Chair	Richmond Community Schools	35250 Division Richmond,Mi. 48062	Phone: 586 727-2662 Fax: 586 727 2098 Cell: sbevins@richmond.k12.mi.us
Mary Kurkoski SNAM PresElect 2015-16	Port Huron Schools	1799 Knoff Rd. Port Huron MI. 48060	Phone 810-987-3101 mkurkoski@phasd.us
Linda Stull MDE/ Resources	Michigan Dept. of Education	PO Box 30008 Lansing,MI.48909	Wk: 517 241 3884 stulll@michigan.gov
June Altom 2013-17	Watervliet School District	450 E.Red Arrow Highway Watervliet, Mi. 49098	Wk: 269 463-0799 Fax 269 463-6809 Home 269 468-6214 jaltom@watervlietps.org
Howard Leikert	Michigan Dept. of	PO Box 30008	Wk: 517 373-3347

	Education	Lansing,MI.48909	Fax: 517 373-4022 LeikertH@michigan.gov
Gloria Bourdon EDS	Home/ Retired	9226 Mabley Hill Fenton, MI. 48430	Phone: 810 629 9720 agbourdon@aol.com
Drzal,Nicholas MDE Rep.	Michigan Dept. of Education	PO Box 30008 Lansing,MI.48909	Wk: 517 373-8121 Fax: 517 373-4022 drzaln@michigan.gov
Scott Little	Executive Director/ MSBO Rep.	MSBO 1001 Centennial Way Lansing, MI. 48917	Slittle@msbo.org
UDIM Rep	United Dairy Industry of Michigan	UDIM Emily Matern 2163 Jolly Rd. Okemos, MI. 48864	Home: 1-800-241-MILK FAX: 517-349-6218 ematern@udim.org
Maureen Ouvry Director 2013-2017 Chair	Vicksburg Community Schools	301 S. Kalamazoo Ave. Vicksburg, MI. 49097	Work: 269 321-1031 Cell :269 720-3275 FAX :269 321-1060 mouvry@vicksburgschools.org
Barbie Ward- Thomas Director 2015-2018	Gwinn Public Schools		bward@gwinn.k12.mi.us
Paul Yettaw 2013-2016 Director 2016-2019	Marshall Public Schools	701 N. Marshall Ave. Marshall,Mi. 49608	Work: 269 781 1323 FAX: Cell 269 967-7213 pyettaw@marshallpublicschools.org
Shari Bock Director 2014-2017	Cass City Public School	4868 N. Seeger St. Cass City, MI 48726	Wk: 989 872-5729 Fax: 989 872 -5015 sbock@casscityschools.org website: www.casscityschools.org
Dan Gorman Nutrition Chair. 2016-2019	Montague Area Public Schools/ Whitehall District Schools	7897 Old Channel Trl. Montague,MI. 49437	Phone: 231-981-4512 FAX: Email: gormand@mapsk12.org

List Serve Instructions for Trainers or SWT sub committee

A List Serv has been created to communicate with one another and share information that we all can use. A few tips on how to use the listserv successfully.

1. In the “TO” line type in snam_trainers@listserv.melg.org or TO” line type in snam_swttf@listserv.melg.org for the swt subcommittee.
2. Always type in the subject in the “SUBJECT” line.
3. Type your message, question, or tip to share with all instructors in the training task force. (Remember ALL members of the listserv will read what you type.)

List Serve 2016-17 Trainers Email Addresses

Name	Work	Email Address
Lori Adkins	Work	Lori.adkins@oakland.k12.mi.us
June Bailey	Home	jab49087@aol.com
Sue Bevins	Richmond Community Schools	sbevins@richmond.k12.mi.us
Gloria Bourdon	Home	agbourdon@aol.com
Caroline Dylewski	Warren Consolidated schools	CDylewski@wcskids.net
Ann Ellar	Retired	aege@wowway.com
Janet Gaffke	Home	janetgaffke@gmail.com
Kathy Gutowski.	Manistee	kgutowski@manistee.org
Lynna Hassenger	Okemos Public Schools	lynna.hassenger@okemosk12.net
Faith Hewett	Jenison Public Schools	fhewett@hpseagles.net.us
Marian Keenan	Genesee ISD	Mkeen@geneseeisd.org
Amy Klinkoski	Retired	ajklinkoski@gmail.com
Kendall Lalko	Chippewa Valley Sch.	Kendall.lalko@gmail.com
Jennifer Laninga	Grand Rapids Public Schools	laningaj@grps.k12.mi.us
Katie McConkie	Lamphere Publid Sch.	mcconkie@lamphere.k12.mi.us
Dave McNamara	Home	mcnamaradw@gmail.com
Marie McNamara	Retired	Mmcnamara1027@gmail.com

Brant Russell	Jackson Public SD	brussell@jpsmail.org
Barbie Ward-Thomas	Gwinn Area Schools	ward@gwinn.k12.mi.us
Carolyn Thomas	Mason ISD	cthomas@misd.net
Charles Wolford	Wayne Resa	wolforc@resa.net
Paul Yettaw	Marshall Public Sch.	pyettaw@marshall.k12.mi.us

Attachment I 2b

Contacts on Listserv 2016-17	Email addresses
Adkins, Lorie	lori.adkins@oakland.k12.mi.us
Altom, June	jaltom@watervlietps.org
Bailey, June	jab49087@aol.com
Bevins, Sue	sbevins@richmond.k12.mi.us
Bock, Shari	sbock@casscityschools.org
Bourdon, Gloria	agbourdon@aol.com
Dryzal, Nick	drzaln@michigan.gov
Gorman, Dan	gormand@mapsk12.org
Keenan, Marian	mkeenana@geneseeisd.org
Hassenger, Lynna	lynna.hassenger@okemosschools.net
Haughey, Whitney	snam@michigansna.org
Leikert, Howard	leikerth@michigan.gov
Little, Scott	slittle@msbo.org
Kurkoski, Mary	mkurkoski@phasd.us
Matern, Emily	ematern@udim.org
Ouvry, Maureen	mouvry@vicksburgschools.org
Linda Stull	stulll@michigan.gov
Thomas, Carolyn	cthomas@misd.net

Barbie Ward-Thomas	bward@gwinn.k12.mi.us
Wolford, Chuck	wolforc@resa.net
Yettaw, Paul	pyettaw@marshallpublicschools.org



“Membership Deal”

Explanation and Instructions for Statewide Training Program Instructors

To enhance SNA/SNAM membership, Statewide Training Program (SWTP) participants may become members of both organizations during their first class session without having to pay for membership. Here’s how...

1. Non-members of SNAM must pay \$100.00 for class fees for a ten-hour class and \$90.00 for a three-hour class.
2. At the first session of the first class, non-members can fill out the membership form for SNA/SNAM and turn it in to the instructor. The instructor will return the completed forms at the end of class with all other class material. Please mark each membership application “SWTP” so that it is clear that it came from a course participant and is eligible for this “Membership Deal”.
3. Processors at the SNAM office will verify from the payment record that each person completing a membership application has paid the non-member fee. SNAM office will send the completed membership forms to the SNAM office. The payment will have already been received by SNAM when the course fee was sent from SNAM office prior to the beginning of the course, unless the participant is a walk-in registrant and paid on-site in which case payment must be with the class materials to be sent from the site to the SNAM office.
4. Staff will mail in completed membership applications on a monthly basis with payment from the SWT account.

The new member has benefited from joining both organizations by enabling her/him to be part of a professional organization, receive informative newsletters and be able to take future classes in Michigan at reduced rates. This membership is renewable yearly.

Example:

\$100.00	non-member class fee for 10 hour course
<u>-41.00</u>	SNA/SNAM dues
59.00	
<u>-50.00</u>	Member fee for 10-hour course
\$ 9.00	Balance to support Statewide Training Program costs

Please ask your participants during the beginning of a class, “Do you want to join SNA/SNAM?” Explain how it won’t cost them anything for their first year of membership.

For more information, please call the Subcommittee Chairperson of School Food Service Training Task Force or the SNAM office.



3/28/2017

Attachment K1

«FIRST» «LAST»

Dear «FIRST»:

I am writing you this note to let you know that I appreciated having you attend our recent «SCHOOL_DISTRICT» class.

To successfully complete the class a score of 70% is needed on the final test. Since your score was «Post_SCORE»% we cannot send you a certificate of completion at this time. We encourage you to take the class again with a Statewide Training Instructor. You may take the post-test again at an approved sight with a monitor present. The monitor can be a Statewide Training Program instructor or a local school food service director. Please contact the instructor at _____ if you would like to make arrangements for this alternative.

You are commended for taking the class and improving your knowledge of school food service. Keep up the good work and I hope to see you in future courses!

Sincerely,

Instructor

3/28/2017

«FIRST» «LAST»

Dear «FIRST»,

Congratulations! I am pleased to inform you that you have successfully completed «Class Title» with a score of «Post_SCORE»%.

Below is a wallet card showing successful completion of the course and the number of continuing education units you have earned. Please detach the card and keep it for your records. It is a good practice to give a copy to your employer for your personnel file and keep the original in a file to document your professional development activities. You may need this information to apply for certification in the future.

If you are already certified by the School Nutrition Association (SNA), this letter will be needed as proof of course completion if you are audited by SNA when it is time to renew your certification and pay your annual fee. SNA national certification questions are to be directed to SNA at 1-800-877-8822.

For the schedule of courses and registration information, visit our web page at www.michigansna.org. If you have questions about this course or the SNAM Statewide Training Program for School Food Service Personnel, please contact the Member Care Specialist at SNAM 1001 Centennial Way, Suite 200, Lansing MI 48917 or call our toll free number at 1-800-677-8955.

You are to be commended on your accomplishment. Keep up the good work, and we hope to see you in future courses as we strive to provide good nutrition to Michigan's children.

Sincerely,

Instructor



«FIRST» «LAST»
SUCCESSFULLY COMPLETED
«Class #» «#»CEUs «Session»
«Class Title»



Kristen Hennessey