

# NAOMI TOLBERT CENTRAL OFFICE SUPPORT AWARD

## Background

The Central Office Support Award was created to honor a central office staff person (bookkeeper, secretary, free and reduced application clerk, receptionist, inventory clerk, purchasing agent). This employee must exhibit an extraordinary commitment to the school nutrition program.

## The Award

The backbone of the nutrition program is the personnel who perform the jobs that keep the nutrition program financially sound and who make sure that the business end of the program and the day-to-day functions at the central office are a success.

## Qualifications

1. A GSNA member both at the time of nomination and at the time the award is presented.
2. Employed in the school nutrition program 100% of the time.
3. Must have been employed in school nutrition for a minimum of three years.
4. SNA Certification is preferred.

## Criteria

1. Good work attendance. A record of attendance is required.
2. Dedicated to the program, willingness to go the extra mile.
3. Service or helpfulness to nutrition employees.
4. Works well with other employees.
5. Shows efforts to improve and maintain quality records and business transactions.
6. GSNA Involvement.

## Submit

1. Cover page
2. Job description. (The job description will be used as a guide to determine if the candidate meets certain qualifications listed above.)
3. Record of attendance must be documented. Please attach record.
4. Two letters of recommendation addressing the five criteria from: (1) Superintendent, Superintendent's designee, or nominee's immediate supervisor. (2) County or building-level administrator. Letters of recommendation MUST be on system letterhead with a signature.
5. Description of GSNA Involvement.
6. Submit photo of nominee along with application submission or email photo to [info@georgiaschoolnutrition.com](mailto:info@georgiaschoolnutrition.com)

**Deadline: Must be IN our office by March 1st.**

# **NAOMI TOLBERT CENTRAL OFFICE SUPPORT AWARD**

## **COVER PAGE**

Must be IN our office by March 1st. Send to State Headquarters Office.

APPLICANTS NAME: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

NUMBER OF YEARS AS MEMBER: GSNA \_\_\_\_\_ SNA \_\_\_\_\_

SNA CERTIFIED?

LOCAL CHAPTER NAME: \_\_\_\_\_

PRESIDENT'S NAME: \_\_\_\_\_

(Or name of person to be contacted if entry is the winner)

ADDRESS (WORK): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER (WORK): \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

This local affiliate is submitting an application for the GSNA Naomi Tolbert Central Office Support Award.

**Must be IN our office by March 1st.**  
**Send to GSNA State Headquarters Office**  
**2372 MAIN STREET TUCKER, GA 30084**

Cover page and all supporting documentation may be submitted by email by sending to  
[info@georgiaschoolnutrition.com](mailto:info@georgiaschoolnutrition.com).

Date received by GSNA Office:

\_\_\_\_\_  
GSNA Office use only!

# Naomi Tolbert Central Office Support Award Criteria/ Score Card

Applicant: \_\_\_\_\_

Judge #: \_\_\_\_\_

Criteria	Maximum Points	Points																																																
<p><b>I. Work attendance.</b> Employee must have a good work record, have no excess absences. (Include a copy of the employee's annual attendance record). Entries without attendance record will be disqualified.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 15%;">Days Absent</th> <th style="width: 15%;">Check days that apply</th> <th style="width: 15%;">Points</th> <th style="width: 15%;">Points Earned</th> </tr> </thead> <tbody> <tr><td>0</td><td></td><td>10</td><td></td></tr> <tr><td>1-2</td><td></td><td>9</td><td></td></tr> <tr><td>3-5</td><td></td><td>8</td><td></td></tr> <tr><td>6-7</td><td></td><td>7</td><td></td></tr> <tr><td>8-9</td><td></td><td>6</td><td></td></tr> <tr><td>10-11</td><td></td><td>5</td><td></td></tr> <tr><td>12-13</td><td></td><td>4</td><td></td></tr> <tr><td>14-15</td><td></td><td>3</td><td></td></tr> <tr><td>16-17</td><td></td><td>2</td><td></td></tr> <tr><td>18</td><td></td><td>1</td><td></td></tr> <tr><td>19</td><td></td><td>0</td><td></td></tr> </tbody> </table>	Days Absent	Check days that apply	Points	Points Earned	0		10		1-2		9		3-5		8		6-7		7		8-9		6		10-11		5		12-13		4		14-15		3		16-17		2		18		1		19		0		10	
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<p><b>II. Dedication to the nutrition program and the willingness to go the extra mile.</b> This employee should show a great deal of dedication to the program. He/she will do whatever it takes to make the program a success.</p>	10																																																	
<p><b>III. Service or helpfulness to the nutrition program.</b> This employee will help anyone without a doubt or hesitation.</p>	10																																																	
<p><b>IV. Works well with other employees.</b> Employee must be easy to get along with and work well with coworkers.</p>	10																																																	
<p><b>V. Shows effort to improve and maintain quality records and business transactions.</b> Employee has improved the nutrition program in the county office. He/she has introduced some type improvements to help the office run smoothly.</p>	10																																																	
<p><b>VI. GSNA Involvement.</b> Employee must have documented involvement in GSNA activities.</p>	10																																																	
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