

# Putting Together a Scroll: Tips for Success

GSNA Leadership  
Conference June 2023



**MISSION** Minded, **VISION** Focused  
Georgia School Nutrition Association



# Utilize Your Executive Board



Define Roles &  
Responsibilities



Delegate Tasks



Channel  
Strengths

# Establish a Timeline

- Identify Goals & Deadlines
  - outline what needs to be done, by when, and create a timeline that fits those goals
- Meet regularly
  - provide updates, share ideas, address challenges, and coordinate efforts



# Supporting Documentation



**Make good notes as you complete items**



**Keep documentation together**

Copies in a folder  
Saved to a drive  
Create a folder in your inbox



**Keep a working copy and a clean copy**

# Putting Together the Scroll Book

1. Completed Cover Page
2. Tab: Career Growth & Development
  - a) Scroll Documentation Page
  - b) Supporting Documentation
3. Tab: Voice of School Nutrition
  - a) Scroll Documentation Page
  - b) Supporting Documentation
4. Tab: Stakeholder Community
  - a) Scroll Documentation Page
  - b) Supporting Documentation
5. Tab: Thriving Organization
  - a) Scroll Documentation Page
  - b) Supporting Documentation
6. Scroll Score Sheet

# Submitting a Scroll

## Choose Your Method of Delivery

### Mail

- 3-prong folder
- Label the front of the folder with your chapter name

### Email

- ONE electronic file
- Subject line: Your Chapter – Plan of Action 2024

**Deadline: March 1, 2024**

Getting the GOLD!!!

....or silver

....or bronze

**Submitting a scroll is  
an accomplishment  
worth celebrating!**







# Rising Star

Reach out to your neighbors  
who may be new or inactive.





# Thank You!

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