

# Georgia School Nutrition Association

## Nutrition Advisory Council

### Handbook



**Georgia School  
Nutrition Association**

*Building Healthy Children,  
Ready to Learn*



# Table of Contents

Section I – History.....	Page 3
Section II – Getting Started .....	Page 5
Section III – Advisor Responsibilities .....	Page 11
Section IV – Student Responsibilities .....	Page 13
Section V – Activity Suggestions .....	Page 15
Section VI –GSNA Awards... ..	Page 20
Section VII – Web Resources & Forms .....	Page 22
Glossary .....	Page 26

# Section I

# History

## ***SNA/NAC HISTORY***

The School Nutrition Association (SNA) (formerly ASFSA) was established in 1946 (the same year school lunches were mandated by the government) and currently has approximately 55,000 members across the United States. Members work in the school foodservice profession and are dedicated to the advancement of child nutrition causes.

Working for children is the Georgia School Nutrition Association's (GSNA) first priority. GSNA was founded in 1951. GSNA members work in schools with students on a daily basis. They want to keep up to date on students' concerns and ideas regarding school meals and nutrition.

Nutrition Advisory Councils (NACs) were formed in 1973 based on the idea that students should have an active role in their school meals programs. NACs offered a forum where ideas could be exchanged for the benefit of all people involved, including teachers and students. The first national committee consisted of seven students representing each of the Association's regions (Mideast, Northeast Southeast, Midwest, Northwest, Southwest, and West). Over the years, the NAC program encouraged individual districts and schools to form local NACs and participate in a national competition. In Fall 2003, however, the formal program administered by SNA was discontinued.

This Handbook is an updated version of the previous NAC Handbook. Although SNA is no longer sponsoring a national NAC program, the Association encourages schools to continue forming them. These groups are a great way to teach students all there is to know about nutrition.

The Georgia School Nutrition Association continues to sponsor the NAC program in Georgia. GSNA offers grants to affiliated NAC chapters to help them fund activities throughout the school year. GSNA also sponsors a NAC Art Contest each year and encourages its affiliated chapters to apply for the NAC of the Year Award.

For additional information about any of the NAC activities please contact the GSNA Headquarters office at 770-934-8890/877-221-8733 (inside GA).

# Section II

# Getting Started

Set up your NAC group to meet your needs!  
As active and as involved as you need and want!

The following section will help you in your new endeavor

Are you interested in educating students about the importance of good nutrition and promoting your school foodservice program? If so, starting a Student Advisory Group in your school is the way to go.

Organizing a Student Advisory Group in your school benefits both the students and your school nutrition program. This group serves as a link between students, school nutrition personnel, administrators and the community. Not only is the group a vehicle to spread the word about the important role good nutrition plays in students' lives, but it provides important feedback from students on what they like – or don't like – about their school foodservice program. By involving students through Student Advisory Groups you will reinforce the idea that school nutrition programs are for them.

### ***GSNA/SNA Membership***

GSNA and SNA membership keeps you up to date on what is new in school foodservice and nutrition and provides you with educational and networking opportunities to increase the value and effectiveness of your NAC program. As a NAC advisor, you should be a member of GSNA and SNA. For more information about membership, contact the GSNA Member Services department at 770-934-8890 / (877) 221-8733 and request membership information.

### ***NAC Affiliation***

In Section VII of this guide, there is the NAC Affiliation Form. This form must be filled out in its entirety and returned to GSNA headquarters before the published deadline each year in order to be eligible for NAC of the Year Award.

### ***NAC Grant***

The NAC Grant allows for only 10 schools to receive a \$50 grant to help with expenses for one of your groups activities. The NAC group must be affiliated with GSNA and provide a detailed description of what the project will entail. It is given on a first come first served basis. Get your application in early to insure your place in the grant process. The grant application is in Section VII of this guide.

***Nutrition Advisory Councils are:***

- Effective Communicators
- Nutrition Minded
- Enthusiastic
- Result Oriented
- Good Examples
- Excellent Public Relations Agents
- Teachers
- Idea Oriented
- Cooperative



***Group Structure***

When forming your group you are in control of how you want the group to be structured. You should have a general idea of how you want it to work. Here are some questions you can answer that will help you:

- ❖ How many students will be in the group?
- ❖ What are the criteria for membership?
- ❖ How should the group be governed: by students or by advisors?
- ❖ Do you want the group to have officers?
  - Should they be elected or appointed?
  - What are the criteria for being appointed?
  - What are the responsibilities of each officer?
  - How to establish voting procedures?
- ❖ How do you want to organize tasks? (committee, group, individual)
- ❖ How often should the group meet? (Biweekly, Weekly, Monthly, Quarterly)



Helpful Hints for a successful

## NUTRITION ADVISORY COUNCIL

### **Commitment**

School nutrition personnel must have a commitment to continually strive to improve the foodservice program. They must recognize that student involvement through NACs is one of the best means for accomplishing the desired results.

### **School and Staff and Parent Involvement**

Support, from the school principal, teachers, administration and parents, is a key ingredient to organizing a successful NAC. Schedule a meeting with the principal to give a general overview of the goals for your Nutrition Advisory Council. Find a champion of your program within your parent group and allow them to help in the planning and implementation. As a champion they will love this opportunity and will take some of the work load off you.

### **Breaking the Ice**

Depending on your goals for participation you can hold a promotional meeting to define the purposes of the NAC. Be able to present your plan and goals. If you want you can open the floor and obtain input from all interested persons, including the principal, adult advisor, foodservice manager, foodservice director and students. An open mind and an open channel of communication are essential for a successful NAC.

### **Representation**

Determine the make-up of the NAC. A diverse group of students should be represented in the group. Develop a method of recruiting and retaining members.

### **Organizational Meeting**

After the group is formed, have a meeting to establish operational procedures. Many NAC organizations have a constitution that outlines the purpose, selection and election of officers for meetings and other operating procedures.

### **Goals**

Goals can be set by just you or by you and your NAC members. You may want to have a simple cooking or gardening group or go as big as you as you and your support system want to.

After establishing procedural details, NAC members need to set realistic goals and objectives. (Always give them choices you can live with) Be sure to set both long-

and short-term goals. Also, a plan of action can be developed that outlines specific activities, assigns responsibilities to NAC members and establishes time lines for accomplishment.

### **Evaluation**

Evaluation of the results of NAC activities is an ongoing process. It is important for adults to lend the support and guidance that students need to help make intelligent decisions. Most importantly, adults must follow through in addressing and/or implementing recommended changes.

### ***Summary - How to keep Nutrition Advisory Councils Going***

Assess Needs → Set Goals → Establish Objectives → Plan Activities → Evaluate

### ***MEETINGS***

If your students are to lead the NAC meetings, help your student officers lead a smooth meetings. To help them each meeting should have an agenda. On the next page there is an example of a possible agenda.

**Home Town School**  
**Nutrition Advisory Council Meeting**  
**Date and Time**  
**Agenda**

**TIPS**

Call Meeting to Order	List name of person doing each task
Opening Remarks	Maybe a poem, thought for the day, current news events about nutrition (choose a student's work)
Officer or Committee Reports	As appropriate, officer gives a brief overview of what they have been working on since the last meeting
Speakers or Special Guests Activity for the Day	Presentations can be made by speakers; foodservice staff can organize taste testing.
Old Business	Ongoing projects or events, issues not resolved at previous meeting
New Business General Comments	Proposals, upcoming events, elections if necessary Group members can voice their opinions or give suggestions on topics
Closing Remarks	
Adjourn Meeting	



# Section III

## **Nutrition Advisory Council Advisor Responsibilities**

As a NAC Advisor you have three people or groups of people you are responsible to: yourself, administration, students and your co-advisor/president. Here are four lists for your consideration.

## **Personally**

- \* Believe students are your best teammates.
- \* Be pleasant, relaxed and receptive to improvement through change.
- \* Be willing to listen and accept constructive criticism.

## **Administration**

- \* Show your school administration the need for a NAC
- \* Keep administration constantly informed of the NAC's purpose and results
- \* Work together as a team to improve your program and increase your participation

## **Students**

- \* Help students focus on their school nutrition program goals and how to achieve them
- \* Help students to understand the structure of school meal programs through discussion
- \* Look at the positive changes in school food service
- \* Assist in planning and coordinating programs and meetings

## **Nutrition Advisory Council Co-Chair and/or President**

- \* Give advice, counsel and professional expertise in organizing the NAC.
- \* Act as a liaison between your school group and the state association.
- \* Serve as a supervisor over group events.
- \* Help make arrangements for NAC activities



# Section IV

## **Nutrition Advisory Council Member Responsibilities**

## **Personal**

- \* Examine your school's foodservice program: identify what is good and what is not
- \* Set priorities, establish goals, and create an agenda
- \* Serve as a liaison between other students, administration and school food service professionals.

## **Advisor**

- \* Work with group advisor to achieve goals
- \* Help develop well planned and well-rounded programming

## **Peers, Faculty and Community**

- \* Educate faculty and fellow students about the important role school nutrition plays in happy health school communities including:
  - Academic achievement
  - Athletic performance
  - Personal well being
  - Productivity
- \* Survey other students about strengths, weaknesses and possible solutions for the school nutrition program
- \* Research all possible options / solutions to improve program
- \* Form positive relationships with community and business leaders
- \* Include the student body in decisions allowing them to take ownership and will be more likely to participate

## **Miscellaneous**

- \* Help create and maintain a school nutrition calendar of events
- \* Plan special events and projects in the cafeteria making it the center of nutrition education programs and an integral part of the school

# Section V

**Nutrition Advisory Council**

**Activity Suggestions**

## **Group Activities**

### **National School Lunch Week**

National School Lunch Week (NSLW) is an annual event that takes place during the second week in October. This is a great time for your group to promote school lunch to fellow students and the community. You can promote school lunch by hosting some of SNA's suggested activities or think of your own ideas.



### **National School Breakfast Week (NSBW)**

National School Breakfast Week is an annual event, similar to NSLW that takes place during the first full week in March. Again, you may use activities SNA suggests to promote school breakfast or create some of your own.

### **Menu Planning**

Students and school nutrition personnel can meet together to discuss menu options. They can exchange ideas regarding what the students like and dislike and how to improve the school meals program.

### **Taste Testing**

Taste testing is a great way to survey how much or little the students like a particular product in the school meals program. It can be a helpful guide to future menu planning. It's also a fun way for students to get involved in menu planning. Students can give their opinions and suggestions about the products. Many vendors will send samples, just let them know what you are doing and ask.

### **Industry Facility Tours**

Students can learn different aspects of the foodservice industry, from production and packaging to marketing. Contact local companies, businesses, restaurants, etc. and arrange a tour.

### **School Kitchen Tour**

Set aside an afternoon to show how the school meals program is run. Show the students all of the behind-the-scenes ins and outs of their school foodservice program.



### **Parents/Seniors Day**

Invite parents and/or senior citizens to share breakfast or lunch with students. This is a great way to promote school food programs in the community and gain support.

### **Food Drives**

Collect non-perishable foods and donate them to a local charity. Holiday seasons are a great time to kick off a food drive campaign.

### **School Assembly on Nutrition**

Get the entire school involved by holding a fun and educational assembly about child nutrition or any other topic related to health, wellness, food, nutrition and so on. You can use the list of general contacts for help in getting information and contacting possible speakers. School nutrition professionals, doctors, dentists, nurses or nutritionists can be great speakers. Guest speakers may be a welcomed addition to NAC meetings or to assemblies.

### **Classroom Presentation on Child Nutrition**

Use posters, role-playing, speakers, taste testing, etc., to make a presentation in the classroom.

### **Survey Students about School Foodservice Programs**



Surveys can be handed out to the students to fill out. You could also recruit small groups and ask them each series of questions in order to obtain feedback. Monkey Survey is also a possibility that you set up on line.

### **Decorate the Dining Area**

Student art, fresh paint, posters, lights, rearranged tables, wallpaper, and other decorations can make the cafeteria a fun environment. Be creative! Hold an art contest and display the winners' artwork in the dining area. Playing music in the cafeteria can help improve the atmosphere.

### **Write a Newsletter or an Article in the School Newspaper**

Get the word out about child nutrition. Students and staff can write articles for a NAC newsletter. Print up flyers for students, faculty and parents with important information about child nutrition. Legislative updates would help to draw attention to state and national child nutrition issues. A NAC column should be added to the school newspaper and/or to the local or state school foodservice publication. Let the local media (newspapers, TV stations, radio stations) know about NAC-sponsored events. Getting local media coverage helps increase public interest and makes your school and group look great! Let people know about the good things your group is doing!

## **Recycling Program**



Investigate what would be involved in setting up a program to recycle bottles, milk cartons and other recyclables. This is an excellent way to gain support from other school groups.

## **Planning and Caring for a School Garden**

Students will eat what they grow!! A school garden is a good way to get students, school staff, and the community involved and working together.

## **Develop a Healthy Eating Program**

Work with the school nutritionist and school foodservice personnel to develop and distribute special diet and nutrition suggestion information sheets; develop low-fat and low-calorie menus; and work with the physical education department in developing activities and training programs. Examine current dietary habits and discuss how to improve.

## **Bulletin Board**

Use a large bulletin board in the cafeteria or another highly visible place in the school and post menu information, program updates, best-buy meals and nutrition information. Be sure to decorate and change displays periodically.

## ***FUNDRAISERS***

### **Car Washes**

Collect donations or charge a fee.

### **Thons (Bowl-a-thon, run-a-thon, walk-a-thon, skate-a-thon etc)**

Have people sponsor participants for the “thon.” For example, for a bowl-a-thon - request money for every pin knocked down or for each strike, walk-a-thon request money for every mile walked, etc.

### **Paper Drive**

Work with your local recycling center or newspaper. Collect used papers, bottles or cans and turn in for reimbursement.

## Games

Host a faculty vs. group member event. Examples: basketball, volleyball, swim meet, softball, tennis, etc. or challenge them to a board game or a trivia contest.

## Sponsor a School Dance

Charge a small admittance fee or have everyone bring canned food or old clothing to donate to a local charity on behalf of the school NAC.



## Sponsor a Nutrition Week

The week can be filled with lots of activities, games, contests, nutrition information, special menus, etc. NSLW and/or NSBW are great opportunities.

## Spirit Links (similar to Children's Miracle Network Hot Air Balloons)

Example: Sell colored paper links (strips) for 5¢ to each class or grade level. Display (paper chain) links in the cafeteria, and the class with the most links wins for the most spirit. Contacting local merchants to donate prizes.



# Section VI

**Georgia School Nutrition Association (GSNA)**

**Nutrition Advisory Council**

**GSNA Awards**

### ***NAC Art Contest***

The theme of the year changes each year with the new president of GSNA. The NAC Art Contest theme will be related to the President's theme for the year. There are three grade levels eligible for the contest: K-5, 6 – 8, and 9 – 12. Contest are conducted on a local, district, and them state level. This year's information can be found on line at this link: [NAC Art Contest](#)

### ***NAC of the Year Award***

The Georgia Nutrition Advisory Council of the Year Award recognizes a NAC that has accomplished one special project or activity that FOCUSED on creating a positive image or awareness of its program.

The following link will connect you to [NAC of the Year Application](#). Look over the application so you can prepare early.

# Section VII

**Nutrition Advisory Council**

**Web Resources & Forms**

## ***RESOURCES***



**Georgia School Nutrition Association**

<http://www.georgiaschoolnutrition.com>

**School Nutrition Association**

<http://www.schoolnutrition.org>

**Action for Healthy Kids**

[www.actionforhealthykids.org](http://www.actionforhealthykids.org)/American Dietetic Association

**Association of School Business Officials**

<http://www.asbointl.org/>

**Food Research and Action Center**

<http://frac.org/>

**International Food and Information Council**

<http://www.foodinsight.org/>

**Meat and Poultry Hotline**

<http://www.fsis.usda.gov/wps/portal/fsis/home>

**National Association of Food Equipment Manufacturers**

<http://www.nafem.org/>

**National Center for Education Statistics**

<http://nces.ed.gov/>

**Institute for Child Nutrition**

<http://www.olemiss.edu/depts/nfsmi/>

**The President's Council on Physical Fitness and Sports**

<http://www.fitness.gov>

USDA, Team Nutrition

<http://www.fns.usda.gov/tn>

U.S. Department of Health and Human Services

<http://www.hhs.gov/>

USDA, Food and Nutrition Service

<http://www.fns.usda.gov/fns/>

**NUTRITION ADVISORY COUNCIL GEORGIA – Affiliation Form**

All NAC groups must re-affiliate each year.

If you are applying for the NAC of the year you MUST re-affiliate by **October 1<sup>st</sup>**.

Check one:         New Chapter         Re - Affiliation

Name of council \_\_\_\_\_

Name of school \_\_\_\_\_

Address of school \_\_\_\_\_

Telephone number of school \_\_\_\_\_

GSNA Local Chapter name and District \_\_\_\_\_

Name, address and e-mail of Sponsor(s) or Advisors

1. \_\_\_\_\_ 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many students are in your council? \_\_\_\_\_

Please give the names of officers for the 200\_\_-200\_\_ school year

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Other \_\_\_\_\_

List three projects you hope to participate in this year

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

What kind of resources does your NAC need to become more effective?

\_\_\_\_\_

Send by mail:    GSNA    2372 Main St. Tucker, Georgia 30084-4456

by fax: 770-934-8917 or by email: info@georgiaschoolnutrition.com

# GSNA NUTRITION ADVISORY COUNCIL (NAC) GRANT

**GSNA will award a limited number of \$50.00 grants to NAC groups.** The grant will be awarded to help fund a local NAC project. The NAC group must be affiliated with GSNA and provide a detailed description of what the project will entail. The grant application will be evaluated by the President and NAC chair. **Only ONE (1) grant per school system will be awarded. Please return this form NO later than March 1st, of the current school year. There are limited number of grants available and they are awarded on a first received, first granted basis. The earlier you return your forms the better your chance of receiving the grant.**

(The grant check will be made out to the contact on this sheet unless noted otherwise.)

County/ System Name: \_\_\_\_\_

Individual School Name: \_\_\_\_\_

NAC Advisor's Name: \_\_\_\_\_

Advisor's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number (work): \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of NAC project (*including number of participants and estimated cost*):

---

---

---

---

---

---

---

---

---

---

# Glossary

**Child Nutrition Programs:** An umbrella term used to describe the programs administered by the authority of the National School Lunch Act of 1946 and the Child Nutrition Act of 1966. These programs include school lunch programs, school breakfast programs, special milk programs, nonfood assistance, summer food service programs and child care food programs.

**Food and Nutrition Service (FNS):** Division of the U.S. Department of Agriculture responsible for administering the federal Child Nutrition Programs.

**National Nutrition Month:** Established by the American Dietetic Association for the purpose of observing and promoting good nutrition for the public. This promotion is observed every March.

**National School Breakfast Week:** The seven-day period begins the first Sunday in March.

**National School Lunch Week:** Established by Congress in 1962 for the purpose of observing the school lunch program with appropriate activities and ceremonies. The seven-day period begins the second Sunday in October.

**Nutrition Advisory Council (NAC):** An organization of students whose goal is to learn about nutrition, health and school foodservice.

**School Foodservice Manager:** The individual responsible for all foodservice-related activities in a particular school.

**School Foodservice Director/Supervisor:** The individual ultimately responsible for all foodservice-related activities in a school district or county.

**School Nutrition Association (SNA):** A nonprofit, professional organization representing the school nutrition profession. Membership includes state and local school nutrition directors and supervisors, cafeteria managers, foodservice assistants and other educators throughout the United States.

**United States Department of Agriculture (USDA):** Agency of the United States government that is responsible for administering the Child Nutrition Programs.

# Notes Page