

# LOCAL PLAN OF ACTION TABLE OF CONTENTS



## 2025-2026 LOCAL PLAN OF ACTION

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## Plan of Action Scroll Preparation Instructions

The Plan of Action (PoA) reflects the message of this year's theme "*A Modern Legacy*". Its purpose is to help members continue Georgia's rich history in school nutrition and build a bridge between the generations. This year you will stand on the 75 years of GSNA history and carry the mission forward by building "*A Modern Legacy*".

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 PoA area also indicates the documentation needed for each activity.

### COMPLETING THE SCROLL

**Please submit your scroll in a 3-prong folder.**

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

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

**ALL SCROLL BOOKS MUST BE IN THE GSNA OFFICE BY MARCH 2, 2026.**

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

## 2025-2026 LOCAL SCROLL ACTIVITY DEADLINE CHECK LIST

DUE DATE/ DEADLINE	ACTIVITY	DATE COMPLETED
<b>CAREER DEVELOPMENT &amp; GROWTH</b>		
9/30/25	Submit training topic and speaker request for GSNA Educational events to District President	
3/2/26	Contribute \$50 to GSN Foundation, donate Silent Auction Item or sponsor a hole for the GSNF golf tournament.	
<b>VOICE OF SCHOOL NUTRITION</b>		
15 <sup>th</sup> of each month of the 25-26 SY	Submit Local best practices/activities to District President	
1/15/26	Submit Local NAC Art winners to District President	
3/2/26	Donate to GSNA Legislative Fund: \$2.00 per local SNP employee	
3/2/26	Submit ALIRT Award applications to District President	
3/2/26	Submit for Media Award	
3/2/26	Submit for Participation Awards	
3/2/26	Submit for NAC of the Year or NAC Art Contest Awards	
<b>STAKEHOLDER COMMUNITY</b>		
8/29/25 11/14/25 2/2/26	Submit pictures for Georgia Gems	
9/30/25	Provide at least two ideas for new member recruitment and retention to District President	
10/1/25	Submit Local Affiliation	
3/2/26	Apply for 100% membership award or increased membership award	
3/2/26	Submit 2026 – 2027 Local Chapter officers	
3/2/26	Apply for at least 1 position recognition award	
3/2/26	Submit pictures of project activities for GSNA Website and Social Media	
<b>THRIVING ORGANIZATION</b>		
9/30/25	Submit at least 2 fundraiser ideas to District President	

## LOCAL PLAN OF ACTION – CAREER DEVELOPMENT & GROWTH

**GSNA is dedicated to supporting the professional development and career pathways of school nutrition professionals, helping to continuously enhance their knowledge and skills to effectively administer, manage, and sustain successful school meal programs.**

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

**Please check off each activity you complete in the ACTIVITY ✓ column below.**

***Be sure to label your documentation with the action step(s) number it pertains to.***

LOCAL SCROLL ACTIONS	REQUIRED DOCUMENTATION	ACTIVITY ✓
1. Hold at least 3 Local Meetings that include: a. Include GSNA mission statement on all meeting materials b. Provide information on the following during at least 1 meeting: <ul style="list-style-type: none"> <li>Available GSNA and non-GSNA professional development opportunities</li> <li>SNA certification/SNS credentialing</li> <li>SNA/GSNA scholarships and grants-in-aid</li> <li>PPL and importance of advocacy; writing to legislators</li> <li>Recognize any local scholarship &amp; grant-in-aid winners</li> <li>Benefits of membership</li> <li>GSNA volunteer opportunities</li> <li>Applying for GSNA/SNA awards</li> <li>Promote GSN Foundation along with Foundation activities</li> <li>Encourage attendance at all GSNA and GaDOE educational opportunities</li> </ul>	Copies of agendas	
2. Include a professional development/educational presentation during a local meeting.	Copy of agenda with title of the presentation and presenter name.	
3. Submit training topic and speaker requests for upcoming GSNA educational events to District President by 9/30/25.	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 2026 GSNA Annual Conference in Jekyll Island	List name of attendee(s):	
8. Attend at least one of the following: GSNA meeting, SNA meeting, Equipment Academy, or GaDOE webinar or training (not Director's Briefing)	List name of attendee(s):	
9. Attendance at 2025 Kickoff Luncheon – September 18, 2025	List name of attendee(s):	
10. Contribute \$50 to GSN Foundation &/OR donate an item for silent auctions &/OR sponsor a hole for the GSNF golf tournament	List contribution(s): +1 additional point for more than one \$_____	
<b>Total Activities Completed</b>		
<b><u>Elective Activities:</u></b> Conduct up to 2 additional activities that focus on professional development		
<b>Total Elective Activities completed</b>		

## LOCAL PLAN OF ACTION – VOICE OF SCHOOL NUTRITION

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

**Objective 1:** Increase efforts to educate policymakers 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.

**Please check off each activity you complete in the ACTIVITY ✓ column below.**

**Be sure to label your documentation with the action step(s) number it pertains to.**

LOCAL SCROLL ACTIONS	REQUIRED DOCUMENTATION	ACTIVITY ✓
<b>ADVOCACY</b>		
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 and/or attend Kick Off Luncheon in Macon on September 18, 2025	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 OR attend the LAC Virtual Follow-up Meeting hosted by GSNA.	Copy of meeting agenda or copy of email(s)	
5. Donate to GSNA Legislative Fund: \$2 per local SNP employee by 3-2-26	Date: _____ Amount: \$ _____	
6. Submit ALIRT Award application to District PPL Chair by 3/2/26	ALIRT application	
<b>PUBLIC IMAGE</b>		
7. Complete monthly social media posts tagged with #GSNAlegacybuilders	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. Submit application to GSNA for Media Award	Media Award submitted	
10. Submit entries for Participation Awards (Certification, % meal increase, high participation) to GSNA. Entry information should be gathered from your local school nutrition office.	Award submissions	
11. Participate in local community project or fundraiser that promotes the mission of the association.	Photos and/or description of project	
12. 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 <sup>th</sup> of each month Aug-April	
13. Create a 1-minute elevator speech regarding the importance of School Nutrition and the impact it has on the education of our students.	Present at local meeting and submit speech to District.	
14. Have school with an active NAC group.	Photo of one NAC meeting or activity	
15. Submit an entry for the NAC of the Year Award or NAC Art Contest	Copy of Award submitted	
<b>Total Activities Completed</b>		
<b>Elective Activities:</b> Conduct up to 2 additional activities that focus on advocacy and/or public image (such as DOE Cafeteria of Excellence or Tray of the Week)	Description of each activity	
<b>Total Elective Activities completed</b>		

## LOCAL PLAN OF ACTION - STAKEHOLDER COMMUNITY

**School nutrition programs statewide are strengthened through 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 the growth of relationships with industry partners, as valued leaders among the membership.

**Please check off each activity you complete in the ACTIVITY ✓ column below.**

***Be sure to label your documentation with the action step(s) number it pertains to.***

LOCAL SCROLL ACTIONS	REQUIRED DOCUMENTATION	ACTIVITY ✓
<b>MEMBERSHIP</b>		
1. Pay 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 9/30/25	Copy of email to District President	
4. Set a membership goal to increase membership and list on affiliation form, bonus point if the membership goal is met	Complete affiliation form by 10/1/25 and record membership increase goal	
5. Maintain or increase membership numbers from last year.	August 2025 Membership: _____ February 2026 Membership: _____	
6. Invite an industry member to present at a local board meeting, in-service, or manager's meeting	Name of industry member(s) attending Name:	
7. Submit Local Affiliation Form	Submit by 10/1/25	
8. Submit list of 2026-2027 Local Officers	Submit by 3/2/26	
9. Apply for at least one position recognition award: Employee of the Year, Manager of the Year, Director of the Year, Central Office Support, etc.	Award application submitted	
10. Promote/facilitate Local Level Culinary competition	Encourage participation and local winners submitted by deadline–List Contestant and Recipe Name Contestant: Recipe:	
11. 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 <a href="mailto:gsnasocialscroll@gmail.com">gsnasocialscroll@gmail.com</a>	Dates of Pictures (1) point per submission for up to 3 submissions)	
12. Submit pictures to <a href="mailto:gsnasocialscroll@gmail.com">gsnasocialscroll@gmail.com</a> for use in Georgia Gems Fall–August 29 <sup>th</sup> , Winter - November 14 <sup>th</sup> , Spring – February 2 <sup>nd</sup>	Pictures sent to GSNA for Georgia Gems Yes: _____ No: _____	
<b>Total Activities Completed</b>		
<b><u>Elective Activities:</u></b> 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 <a href="mailto:gsnasocialscroll@gmail.com">gsnasocialscroll@gmail.com</a> by the submission deadline Fall–August 29 <sup>th</sup> , Winter - November 14 <sup>th</sup> , Spring – February 2 <sup>nd</sup>		
District is totally School District Owned Membership		
<b>Total Elective Activities Completed</b>		

## LOCAL PLAN OF ACTION – THRIVING ORGANIZATION

**GSNA has a financially sustainable funding model, supported by an adaptable governance and headquarters staff structure that aligns with the strategic plan and follows modern business practices.**

**Objective 1:** Enhance GSNA Local Board policies and procedures to promote a financially stable association.

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

**Please check off each activity you complete in the ACTIVITY ✓ column below.**

***Be sure to label your documentation with the action step(s) number it pertains to.***

LOCAL SCROLL ACTIONS	REQUIRED DOCUMENTATION	ACTIVITY ✓
1. Review the 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 9/30/25	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. During a local meeting, have a member share their leadership journey. Extra point if the member is a past Leadership Academy Graduate.	List member's name:  Leadership Academy Graduate Year:	
<b>Total Activities Completed</b>		
<b><u>Elective Activities:</u></b> Conduct up to 2 additional activities that focus on governance, operations, or contributing to a robust pipeline	Description of each activity	
<b>Total Elective Activities Completed</b>		

# Local Plan of Action Scroll CoverSheet

All scrolls MUST BE IN the GSNA office no later than March 2,2026

## GSNA SCROLLS & PRESIDENT'S AWARD

2372 Main St., Tucker, GA 30084

E-MAIL: [info@georgiaschoolnutrition.com](mailto:info@georgiaschoolnutrition.com)

**Please place a copy of this COVER  
SHEET at the front of your folder.**

GSNA DISTRICT: \_\_\_\_1\_\_\_\_2\_\_\_\_3\_\_\_\_4\_\_\_\_5\_\_\_\_6\_\_\_\_7\_\_\_\_8\_\_\_\_9\_\_\_\_10

Local President's Name: \_\_\_\_\_

Local President School System: \_\_\_\_\_

Local President Email: \_\_\_\_\_

Local President Phone: \_\_\_\_\_

Date received by  
\_\_\_\_\_

GSNA Use Only!



# SCROLL AWARDS SCORE SHEET

Local Chapter Name: \_\_\_\_\_

Local Plan of Action	Total activities completed	Add up to 2 completed activities per plan	Total combined points achieved per Plan of Action
Career Development & Growth			
Voice of School Nutrition			
StakeholderCommunity			
Thriving Organization			
<b>GOLD</b> 38 - 46 <b>SILVER</b> 28 - 37 <b>BRONZE</b> 22 - 27	Scroll Achieved to be Awarded:		Total Points:

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

**GSNA Thanks Our 2025-2026 Handbook Sponsor**



## 2025-2026 GSNA AWARDS DUE DATES

**GSNA AWARDS FORMS:** <https://www.georgiaschoolnutrition.com/awards>

AWARD	SEND TO	DUE DATE
Grants-in-Aid and Scholarships	GSNA Headquarters	August 1, 2025 December 15, 2025 March 1, 2026
Honorary membership	GSNA Headquarters	December 15, 2025
Culinary Arts Winners (Local)	District Chairman	January 15, 2026
GSNA NAC Art Contest (Local) Competition	Local President/Judges	January 15, 2026
GSNA NAC Art Contest (District) Competition	District President	February 13, 2026
Scroll Application Cover page to District President	District President	February 20, 2026
Ann C. Smith/Hall of Fame Award	GSNA Headquarters	March 2, 2026
Beyond the Plate Award	GSNA Headquarters	March 2, 2026
GSNA Culinary Arts (District)	GSNA Headquarters	March 2, 2026
Malcolm Quillen School Nutrition Hero Award	GSNA Headquarters	March 2, 2026
Media Award	GSNA Headquarters	March 2, 2026
Naomi Tolbert Central Office Support Award	GSNA Headquarters	March 2, 2026
Certification Awards	GSNA Headquarters	March 2, 2026
Consistently high Participation Awards	GSNA Headquarters	March 2, 2026
Director of the Year	Online at <a href="https://schoolnutrition.org/resources/awards-scholarships">https://schoolnutrition.org/resources/awards-scholarships</a>	March 2, 2026
Employee of the Year/GSNA Golden Leaf Award	Online at <a href="https://schoolnutrition.org/resources/awards-scholarships">https://schoolnutrition.org/resources/awards-scholarships</a>	March 2, 2026
Josephine Martin Award of Excellence	GSNA Headquarters	March 2, 2026
Manager of the Year/GSNA Lucille T. Watson	Online at <a href="https://schoolnutrition.org/resources/awards-scholarships">https://schoolnutrition.org/resources/awards-scholarships</a>	March 2, 2026
Membership Awards	GSNA Headquarters	March 2, 2026
GSNA NAC Art State Competition	GSNA Headquarters	March 2, 2026
NAC of the Year	GSNA Headquarters	March 2, 2026
Scroll Awards Book and Documentation	GSNA Headquarters	March 2, 2026
Three (3) % or More Increase in Participation (Breakfast and/or Lunch)	GSNA Headquarters	March 2, 2026
Marie McGlaun A.L.I.R.T Local Contacts Applications	District Legislative Chair	March 2, 2026
Marie McGlaun A.L.I.R.T District/Local Contacts Applications	GSNA Headquarters	March 9, 2026

**GSNA HEADQUARTERS: 2372 MAIN ST., TUCKER, GA 30084**

**PHONE: 770-934-8890 FAX: 770-934-8917**

**EMAIL: [info@georgiaschoolnutrition.com](mailto:info@georgiaschoolnutrition.com)**

## BEGINNING CHAPTER PLAN OF ACTION 2025-2026

**A "Beginning Chapter" may be a new chapter or a chapter re-affiliating after a minimum of two years of no activity. A "Rising Star" scroll may be earned by completing all the above actions steps and submitting the scroll application with cover sheet to GSNA postmarked by March 2, 2026.**

BEGINNING CHAPTER ACTIVITIES	REQUIRED DOCUMENTATION	ACTIVITY ✓
1. Submit completed GSNA Local Affiliation Form and Local Bylaws adopted, by October 1, 2025 to GSNA headquarters office, 2372 Main St., Tucker, GA 30084. Contact GSNA headquarters ( <a href="mailto:info@georgiaschoolnutrition.com">info@georgiaschoolnutrition.com</a> ) 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 2026-2027 officer names and complete addresses to GSNA Headquarters postmarked by March 1, 2026.	Submitted 2026-2027 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. <b>A.</b> Classroom visit <b>B.</b> School/system Web site <b>C.</b> NAC Groups <b>D.</b> Community Activity <b>E.</b> Local newspapers <b>F.</b> No Child Hungry Activity <b>G.</b> Local Radio <b>H.</b> Presentation to PTA/PTO <b>I.</b> Presentation to BOE <b>J.</b> Present at school council meetings <b>K.</b> 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. Send 2 or more pictures and short description of local meetings or events with your District President.	Send pictures to District President.	



## President's Award:

### Local Association - Legacy Building & Leadership Development

Local Chapter Name: \_\_\_\_\_ District # \_\_\_\_\_

Local President: \_\_\_\_\_

Project Name: \_\_\_\_\_

Honoring a local chapter that exemplifies excellence in developing leaders and strengthening the local association while preparing for future growth and success.

Create a PowerPoint Presentation (maximum of 6 slides) that shares how your local association is building a modern legacy through leadership development. The presentation should share the local's commitment to building a strong, future-ready foundation through leadership development and succession. Setting up new and upcoming leaders for growth and success.

- What training, mentorship or developmental programs are in place?
- How are new leaders identified, encouraged and supported?
- How do you prepare for leadership transitions from one year to the next?
- Has the local documented processes, created toolkits, or shared lessons learned?
- Are there clear plans for continuity if key leaders step down?
- Are past members or senior generations still engaged and supporting the next wave?

It's your time to shine! Share information regarding any of the above prompts and/or share an individual leader's journey, a program's long-term success, or a moment of meaningful transition. Feel free to include pictures, quotes, outcomes, and/or reflections.

**Submit your PowerPoint presentation to GSNA by email or mail to GSNA office on a thumb drive. E-mail: [info@georgiaschoolnutrition.com](mailto:info@georgiaschoolnutrition.com) Mail: 2372 Main St., Tucker, GA 30084 by 3/2/26.**