



Subject: **PROFESSIONAL ORGANIZATIONS**

PURPOSE

The purpose of this guideline is to inform employees about school nutrition professional associations and ensure district guidelines are followed when members participate in association activities.

GUIDELINE

The School Nutrition Association (SNA) and the Florida School Nutrition Association (FSNA) are professional organizations for school food service employees.

A. Purpose of organizations:

1. To promote interest in all development of high standards for school food service personnel.
2. To develop and maintain high standards for school food service programs and personnel and to improve and protect their status by securing proper legislation pertaining to these purposes.
3. To aid in improving the public image of the school food service program.
4. To encourage members to enroll in courses in school food service and nutrition education to further their professional skills.
5. To foster mutual respect and understanding among association members.

B. Advantages of belonging to professional organizations.

1. Scholarship opportunities for adult (GED) and undergraduate education.
2. Receive professional magazines (members of national [SNA] and state organizations [FSNA]).
3. Opportunity to attend local, state and national meetings.
4. A chance to share experiences and gain professional knowledge.

**FOOD AND NUTRITION
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- C. Professional recognition through certification.
1. Earn certification credits by attending activities approved by the SNA and FSNA.
 2. Food service managers, assistants to the manager and satellite assistants who are certified through the School Nutrition Association are entitled to a salary supplement in the amount of \$100 per year.
- D. Fees or dues are determined by each organization and are the responsibility of the employee.
- E. If conferences sponsored by food service professional organizations are held during the work week, the following must be submitted:
1. Application for Leave must be approved by the principal and submitted with payroll reports by the school payroll clerk.
 2. The Department of Food and Nutrition must be notified to ensure coverage is available if necessary.
 3. Request for Travel Expense Reimbursement form [FM-1104](#) must be submitted if funds are allocated by the principal or the Department of Food and Nutrition to reimburse travel expenses. If funds are not allocated, expenses will be incurred by the food service employee.
- F. When funds are available, the Department of Food and Nutrition may pay registration fees for specific conferences. In order to expedite payment to food service employees, copies of receipts must be forwarded to the Department of Food and Nutrition when the employee returns from the conference.

For Action By: Principals, Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

*Revised: August 1995(2nd), July 2006, July 2007, July 2016. July 2022
Reviewed: July 2024*