# **School Nutrition Award of Excellence Application Checklist**

*You may utilize this checklist to gather information and documentation that will aid in the submission of the School Nutrition Excellence Award.* *Save the documents to your computer desktop for easy access.*

[ ]  Identify the percentage of school meals that use Georgia Grown products

[ ]  Menu or production record that identifies the Georgia Grown items served over a one-week
 period **(save file as SchoolName.WEEKMENU)**

[ ]  Verify recent health inspection score

[ ]  Verify school lunch participation percentage

[ ]  SNO Lunch Participation and Cost Report **(save file as SchoolName.SNO)**

[ ]  Review breakfast and lunch menus to know entrée, fruit, and vegetable options

[ ]  Photo of serving line that highlights menu options **(save file as SchoolName.LINE)**

[ ]  Photo of student breakfast tray **(save file as SchoolName.BFAST)**

[ ]  Photo of student lunch tray **(save file as SchoolName.LUNCH)**

[ ]  (Optional) Photo of Alternate Breakfast Serving Model **(save file as SchoolName.ALTB)**

[ ]  Letter of Support from Superintendent, School Level Administrator, or Community Partner
 **(save file as SchoolName.LETTER)**

[ ]  Describe the school’s School Nutrition marketing plan for promoting school breakfast
 and lunch meals

[ ]  (Optional) Document detailing the school’s School Nutrition marketing plan, including photos
 of the plan in use **(save file as SchoolName.PROMO)**