# **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.*

Using a menu, highlight/identify the Georgia Grown items served over a one-week period for BOTH breakfast and lunch. Name the file **SchoolName.WEEKMENU** and upload. \*

Provide this school's latest Health Inspection Score is an A. This will be verified by the Georgia Department of Education School Nutrition Division (GaDOE SND) using data submitted in SNO. \*

This school has lunch participation greater than or equal to the State average of 62.3%.   
This percentage will be verified by GaDOE SND using data through March 2024 \*

Upload a copy of this school's School Nutrition Online (SNO) Lunch Participation and Cost Report. Name the file **SchoolName.SNO** and upload.

This school's one (1) week breakfast and lunch menus include:

More than one (1) entree offered at breakfast and lunch daily.

Variety of entree choices (entree salad, hot & cold, speed-scratch and/or scratch cooking, cuisine variety).

Fresh Fruit - three (3) different options offered per week at breakfast; four (4) different fresh fruit options offered per week at lunch. Menus must identify the fruit served ("fruit cup" will not be accepted).

Variety of fruit (different choice at breakfast and lunch each day). Menus must identify the fruit served ("fruit cup" will not be accepted).

Fresh vegetable choice at lunch daily.

Innovative menu item served at breakfast and lunch (provide description).

Alternative Breakfast Serving Model (provide description and pictures).

Pictures of the serving line and student trays for breakfast and lunch showing quality school meals served (tray pictures must be accurate portions and only include items available to students).

Upload photos of the serving line for breakfast and lunch highlighting menu options.   
Name the file **SchoolName.LINE** and upload.

Upload a photo of a student breakfast tray. Name the file **SchoolName.BFAST** and upload.

Upload a photo of a student lunch tray. Name the file **SchoolName.LUNCH** and upload.

Provide a photo and description of an Alternate Breakfast Serving Model. Name the file **SchoolName.ALTB** and upload.

List the scratch-cooked recipes included on the breakfast and lunch menus submitted for   
this award.

List and describe the innovative menu items included on the breakfast and lunch menus submitted for this award.

Describe the practices and procedures the kitchen implements to ensure menu items' quality, flavor, presentation, and batch cooking.

**LETTER OF SUPPORT** from Superintendent, School Level Administrator, or Community Partner. Please tell us how this school demonstrates school nutrition excellence. The letter MUST include several specific examples of the school's quality school meals and student and community engagement. The letter must also be specific to the school the application is being submitted for rather than the School Nutrition Program as a whole. Provide the Name and Title of letter author. \*

Upload the Letter of Support. Name the file **SchoolName.LETTER** and upload.

Describe the school's plan for marketing and promoting school breakfast and school lunch. Please include specific examples. How has your plan positively impacted participation and perception of the school nutrition program at this school? \*

**OPTIONAL**: Combine into one document and upload photos, documentation, and/or valid evidence of your school nutrition marketing and promotion plan being executed at this school. Name the file **SchoolName.PROMOTION** and upload.

*\*Please reference rubric to ensure your submission is complete.*