

LOUISIANA
ASSOCIATION OF NUTRITION & FOODSERVICE PROFESSIONALS

POLICY & PROCEDURE MANUAL

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LOUISIANA
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BYLAWS

ARTICLE I - NAME

The name of this organization shall be Louisiana Dietary Managers Association (dba. Louisiana Association of Nutrition & Foodservice Professionals called ANFP) Association may be referred to as either.

ARTICLE II - PURPOSE

The purpose of this association shall be: as set forth in the articles of Incorporation and to encourage and assist the development of the profession and to advance the skills of managing and/or direction of food service operations.

ARTICLE III - MEMBERSHIP

Section 1. Members of the Association are those members of Dietary Managers Association (called ANFP) in good standing having mailing addresses within the State of Louisiana.

Section 2. Rights of Membership: A member is entitled to all rights and privileges and subject to all obligations which membership implies, such as: right to one vote on all matters subject to membership vote and to hold office.

ARTICLE IV - FINANCES

Section 1. Dues: Active members shall pay annual dues to National ANFP. Members residing within the State of Louisiana shall automatically be members of this State Association.

Section 2. Rebates: The National Association shall pay a rebate to the affiliated State Association of the member's mailing address at the time the dues are paid. This is in lieu of State dues and will serve as financial resource for the State Association.

Section 3. Bonding: The State President and State Treasurer must be bonded.

ARTICLE V - STATE BOARD OF DIRECTORS

Section 1. Organization: This Association shall be administered by a Board of Directors. The members of the Board of Directors shall receive no salaries for their services.

Section 2. State of Term of Officers: All members of the State Board of Directors shall hold office from immediately following the **Fall State Board Meeting** following their elected term and their successors have been dully elected and qualified.

Section 3. Duties of State Board of Directors: The State Board of Directors shall have supervision, control and direction of the affairs of the Association, shall determine its policies or

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BYLAWS

change therein the limits of the bylaws, shall actively prosecute its purpose, shall have disbursement of its funds, and correlate the program of work with that of the National ANFP. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may be in the execution of the powers granted appoint such agents as it may consider necessary.

Section 4. State Board of Directors Organization: The State Board shall consist of the elected officers, namely President, President-Elect, Secretary, Treasurer, Immediate Past President and the District Presidents and/or President-Elects.

Section 5. State Executive Committee Organization: The President, President-Elect, Secretary, Treasurer, Immediate Past President shall constitute the State Executive Committee within the State Board of Directors. The State Executive Committee shall exercise the power of the State Board of Directors to the extent permitted by law, between meetings of the State Board of Directors.

Section 6. Term of the office for state officers: The President-Elect shall hold office for a **term of two years**. The President-Elect at the end of his/her term, shall automatically assume the office of President for a term of two years. The Secretary shall hold office for the term of two years, being elected odd years. The Treasurer shall hold office for a term of two years, being elected even years. Spokesperson, changes in office as deemed necessary by National DMA Headquarters.

Section 7. Term of the District President: District shall hold office for a term of one year. District President-Elect shall hold office one year as President-Elect and one year as President for a total of two years.

Section 8. Duties of the State president: The President shall be bonded; the principal elected officer of the Association, shall preside at the meetings of the Association and the State Board of Directors and of the Executive Committee, and shall be a member ex-officio, with right to vote, of all committees except the nominating. He/she shall also, at the state meetings of the Association and at such other times as he/she shall deem proper, communicate to the Association or tend to promote the welfare and increase the usefulness of the Association, shall perform such other duties as are necessarily incident of the Office of the President or as may be prescribed by the State Board of Directors.

Section 9. Duties of the President-Elect: The President-Elect shall serve in the absence of the President, perform his/her duties, in the event of his/her temporary disability of absence from meetings, shall have other duties as the President of the State Board of Directors may assign and shall have appointed by annual state conference all standing-non-elected Standing Committee members to serve during his/her term as President.

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Section 10. Duties of the Secretary: The Secretary shall give notice of and attend all of the meetings of the State Board of Directors and of the Association, keep a record of the proceedings, to attest documents, prepare the ballots as stated in Article VI, Section 4, and perform such other duties as are usual for such official or as may be duly assigned to him/her.

Section 11. Duties of the Treasurer: The Treasurer shall be bonded and keep an account of all monies received and expended for the use of the Association, and shall make disbursements authorized by the finance committee and approved by the State Board of Directors. All sums received he/she shall deposit in the bank or banks, or trust company, approved by the State Board of Directors. Shall make a report at the state meeting or when called upon by the President. Funds may be drawn only upon signature of the Treasurer and President. The Treasurer shall prepare the books for audit after each fiscal year. The funds, books and vouchers in his/her hands shall at all times be subject to verification and inspection by the State Board of Directors.

Section 12. Duties of Immediate Past-President: The Immediate Past-President shall counsel on all matters pertaining to the operation of the association and shall accept any responsibility delegated to him/her by the President. He/she have the right to vote on the State Board of Directors.

ARTICLE VI - ELECTION

Section 1. Duties of the State Nominating Committee: It shall be the responsibility of the State Nominating Committee to formulate the ballot for each annual election of officers in accordance with policy by the State Board of Directors.

Section 2. Organization: The Nominating Committee shall consist of three (3) active members of the Association who shall be appointed by the President, one to be designated Chairman. The President shall act as counsel to the Nominating Committee, but shall have no vote.

Section 3. Number of Candidates: The Nominating Committee shall designate annually at least two (2) Certified Dietary Manager candidates for the office of President-Elect and in odd years at least two (2) Certified Dietary Managers candidates for the office of Secretary and in the even years two (2) Certified Dietary Managers candidates for the office of Treasurer.

Section 4. Ballot Procedure: The Nominating Committee must submit a ballot to the Secretary by the fifteenth (15) day of February. The Secretary shall prepare and mail ballots to eligible voters by March 1st. The President shall appoint a Tellers Committee of two (2) or more members to count the ballots. Accompanying the ballots shall be instructions of the procedures to be used and voting information as to when the ballots must be returned to the Chairman to the

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BYLAWS

Tellers Committee in order to be valid and to be counted in the election. The Chairman of the Tellers Committee submits a written ballot count to the President. The President informs the membership and the candidates of the results and gives to the Secretary and Tellers Committee report to file.

Section 5. Mail Vote: The election of state officer's ballot shall be mailed to all those eligible to vote no less than thirty (30) days prior to counting the ballots.

Section 6. Right to vote in State Election: All active members shall be entitled to cast one (1) vote for each of the following officers; President-Elect, Secretary or Treasurer.

Section 7. Vacancies: Any vacancies that may occur on the State Board of Directors, or in any office other than the office of President, by reason of death, resignation, or otherwise, may be filled by majority vote of the remaining members of the Board of Directors. In the event of the vacancy in the office of President, the President-Elect shall assume the office for the remainder of the un-expired term and shall continue as President for two (2) years thereafter.

Section 8. Firing from a Board or Committee Position: If a volunteer is not fulfilling his/her duties, the State Executive Board has the right and responsibility to find a new volunteer to finish out the term.

ARTICLE VII - MEETING

Section 1. Membership Meetings: There shall be minimum of one annual meeting per year to transact the business of the Association and provide continuing education. Special meetings may be called by the Executive Board Committee or the State Board of Directors. Written or printed notice of the membership meeting, stating the place, date and hour of the meeting, the program content and the registration fee as fixed by the State Board of Directors, shall be sent by the Secretary to each member of the Association not less than fifteen (15) days prior to the date of said meeting.

Section 2. State Board of Directors: A minimum of two (2) meetings must be held each year by the Board of Directors. Other meetings may be held at such time and place as shall be determined by the President.

ARTICLE VIII - QUORUM

Section 1. The quorum of the Association shall be a majority of the members who have registered as attending the meeting, irrespective of whether some may have departed.

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ARTICLE IX - COMMITTEE

Section 1. Standing: The President, subject to approval of the State Board of Directors, shall from time to time designate such standing committee as may be desirable to effectuate the objectives of the Association.

Section 2. Standing Committee Organization: Membership each of the standing committee shall be determined by the President-Elect for his/her term of office as President, or by the President for Standing Committee designated during his/her term of office. The appointer shall instruct each Committee as to the function of that committee and within these guidelines each committee shall make its own rules and operating procedures.

Section 3. Ad-Hoc: The President shall from time to time designate such Ad-Hoc committees as may be desirable to effectuate the objectives of the Association.

Section 4. Ad-Hoc Committee Organization: Membership of each of the Ad-Hoc Committee shall be determined by the President. The President shall instruct the Ad-Hoc Committee as to the function of that committee and within these guidelines the committee shall make its own rules and operating procedures.

Section 5. **FINANCE COMMITTEE**

Committee Charge: Oversees the financial activities of the chapter. The Committee shall interface with the outside independent accountants and be responsible to the Board of Directors in its oversight of such activities.

Committee Responsibilities:

- Implementation and maintaining a sound financial condition protecting the chapter's financial interest
- Establish recommendations governing all chapter financial transactions, which shall be submitted for Board of Directors approval
- Reviews and approves annual budget, submits recommendations to Board of Directors regarding revisions to the budget
- Actively participates in conference calls and/or meetings as scheduled

Committee Composition:

The Audit/Finance committee shall include the state Treasurer, state President, and three non-board members. Membership of this committee shall be determined by the President. Committee shall be chaired by the Treasurer. **Committee Member Criteria:** Professional member of ANFP for 2 years. **Term:** 1 year term, no consecutive terms

Revision Date 5/17/2017

Revision Wording: All

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**ARTICLE X -
AFFILIATED DISTRICT ASSOCIATION**

Section 1. Membership Requirement: Members of the Association shall be a member of the National Association before they shall be a member of the State Association or District Association.

Section 2. Affiliation Requirement: Any District Association of ten (10) or more DMA members may be affiliated upon the approval of the State Board of Directors.

ARTICLE XI - PROCEDURE

Robert's Rule of Order, "Newly revised", shall constitute the parliamentary authority for the conduct of meetings of the members and of the State Board of Directors of this Association, when not in conflict with these Bylaws.

ARTICLE XII - FISCAL YEAR

The fiscal year of this Association shall begin June first (1st) of each year and end May thirty-first (31st) of the following year.

BYLAWS

ARTICLE XIII - MAIL VOTE

Voting on any matter, including elections, may be conducted by mail.

ARTICLE XIV - DISOLUTION'S

Section 1. Association: By majority action of the Executive Committee this Association may be dissolved. In the event of such dissolution, the Executive Committee, after paying or making provision for the payment of all the liabilities of the Association, shall dispose of all its assets exclusively to any organizations under Section 501 (c) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any United State Internal Revenue Law as determined by the Executive Committee).

Section 2. Prohibited Activities: No part of the net earnings of the Association shall inure to the benefit of or to be distributable to its members, officers, directors in furtherance of the purpose set forth in Article II thereof. The Association shall at no time take part in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of those Bylaws, the Association shall engage in no activities which would preclude it

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from qualifying under Section 501 (c) (6).

ARTICLE XV - EFFECTIVE DATE

These Bylaws, approved by the general membership supersede any and all pre-existing Bylaws of constitution and become effective in all parts _____.

The Louisiana Dietary Managers Association DBA: Louisiana ANFP

Was affiliated with the

NATIONAL DMA (National ANFP) ON JULY 20, 1973

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POLICY 1

**INSIGNIA
Use of Logo**

Section 1. Members of the Association shall have sole use of the official logo.

Revision Date: April 2012

Revision Wording: remove Dietary Managers

Section 2. The official name of our State Association shall be: Louisiana Association of Nutrition & Foodservice Professionals hereafter designated by LA-ANFP.

Revision Date: April 2012

Revision Wording: remove Dietary Managers replace with new name and initials.

Section 3. The official name of all LA-ANFP Newsletters and flyers shall be “The Louisiana News”.

Revision Date: April 2012

Revision Wording: Change LADMA to LA-ANFP

Section 4. Any use of the ANFP logo must be pre-approved by the national office. The logo may not be defaced or misrepresented by the LA-ANFP.

Revision Date: April 2012

Revision Wording: Change DMA to LA-ANFP

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POLICY 1
INSIGNIA
Use of Logo

Section 5. LA-ANFP may sell merchandise and have fund raising only following the guidelines of the National Association.

Revision Date: April 2012

Revision Wording: Change DMA to ANFP and Removed Dietary Managers

Section 6. When adding the district name to the state and national association you must place the district name following the state name. All district correspondence shall read:

LA-ANFP Northshore / Baton Rouge District #1

LA-ANFP Southwest District #2

LA-ANFP Northwest District #3

LA-ANFP New Orleans District #4

LA-ANFP Northeast District #5

LA-ANFP Cenla District #6

LA-ANFP Acadian District #7

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POLICY 2 ORGANIZATION

Section 1. **State Executive Board of Directors:** The State Executive Board of LA-ANFP shall consist of five (5) members who are: President, President-Elect, Secretary, Treasurer, and Past-President.

State Executive Board shall have no less than two (2) meetings each fiscal year.

A quorum shall be present to transact business. A quorum consists of a simple majority of the board.

Members of the Executive Board shall not receive a salary.

Executive Board members shall receive complimentary registration at all state meetings.

Executive Board members shall be reimbursed for postage, phone, secretarial material used for LA-ANFP. The President travels to a district needing assist to reorganization he/she shall be reimbursed.

Revision Date: April 2012

Revision Wording Changed LaDMA to LA-ANFP

POLICY 2 ORGANIZATION

Section 2. **Terms of Executive Board:** The terms of office the President-Elect shall serve two (2) years as president elect and two (2) years as State president during his/her term of office. The Secretary shall serve a term of two (2) years. He/she (secretary) shall be installed at the Fall Board meeting in odd number year. The Treasurer shall serve a term of two (2) years. He/she (treasurer) shall be installed at the Fall Board meeting in even number year.

Revision Date: 09/2015

Revision Wording: "He/she (secretary) shall be installed at the Fall Board meeting..."
"He/she (treasurer) shall be installed at the Fall Board meeting..."

Section 3. **Duties of State Executive Board:** The State Executive Board shall have supervision, control and direction of the affairs of the Association. Shall determine it's polices or changes therein within the limits of the By-Laws. Shall correlate the work with that

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of the national office. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable. May in the execution of the powers granted, appoint such agents as it may concern consider necessary.

Each member of the State Executive Board has the right to cast one (1) vote.

Revision Date: April 2012

Revision Wording removed DMA replaced with the national office.

Section 4. **Absence from Executive Board and Board of Directors:** When a member of either board cannot attend a scheduled or called meeting, the member shall notify the president in writing or by telephone. The reason and notification of absence shall be included in the minutes of the meeting.

District President and/or President-Elect may send a representative to the meeting. The representative will not be allowed to vote.

Revision Date:

Revision Wording

POLICY 2

ORGANIZATION

Section 5. **Resignation of Executive Board:** If a member of the Executive Board has an event that keeps him/her from fulfilling their duties as a volunteer, the member must provide a written resignation to the Board of Directors.

Revision Date: April 2012

Revision Wording removed of LaDMA

Section 6. **Filling a Vacancy:** If a member of the Executive Board of Directors resigns, the remaining members of the Executive Board of Directors shall appoint a replacement by majority vote.

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If the President resigns, the vacancy can be filled by
President-Elect, or the Past-President.

Revision Date
Revision Wording

Section 7. **State Board of Directors:** The state Board of Directors shall consist of the elected state officers, namely President, President-Elect, Secretary, Treasurer and Immediate Past-President, District Presidents and/or District President-Elects. Each member may have one vote.

Revision Date
Revision Wording

POLICY 2

ORGANIZATION

Section 8. **Terminating of volunteer's:** If a volunteer is not fulfilling his/her duties, the national, state or district Executive Board has the right and responsibility to find a new volunteer to finish out the term.

The board must follow guideline in terminating a volunteer's service:

- 1) Each volunteer position should have timelines that need to be met so that each volunteer knows when project deadline are and if he or she can meet those deadlines.
- 2) Each volunteer has the right to know his or her responsibilities and timeline in which he or she is to complete his or her tasks. This information should be given to the volunteer before he or she assumes their volunteer position.
- 3) If a volunteer fails to meet one deadline, the Executive Board Should attempt to contact the volunteer and find out if help is Needed. If the volunteer need support, proper support should be given (i.e. if the Newsletter Editor needs someone to address and stamp the newsletters after it has been printed, volunteer should be sought for this). The volunteer who has expressed a desire for help should be given it.
- 4) A volunteer who fails to meet two or more deadlines, or missed two or more meetings without notifying a board member should be put on probation.
 - a. Written notice that deadlines have not been met;
 - b. A face to face meeting or phone call to the volunteer to make sure he or she understands the deadlines and his or responsibilities.
 - c. Assigning a board member to keep in contact with the volunteer on a weekly basis to make sure deadlines are

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being met.

- d. Depending on the volunteer duties, a timeline in which to meet deadlines should be established or termination will be sought.
- 5) If a volunteer fails to meet his or her responsibilities after this probation, the Executive Board may vote to terminate the volunteer and find a replacement.
- 6) Throughout this process, all communication (including e-mails, letters and phone calls) should be documented, including date and time, and a copy should be sent to national Advocacy Department. If a dispute arises, the national office needs to know what has transpired.

POLICY 2

ORGANIZATION

- 7) If it is an Executive Board member who is not fulfilling his or her duties, the same process should be followed.

The key to all volunteer jobs is an understanding of what is expected and when. If a volunteer has not been given proper training, he or she cannot be expected to fulfill his or her duties correctly.

Please make sure all volunteers have some sort of training and are comfortable with the job they are to do before they take over.

Revision Date
Revision Wording

- Section 9. **Duties of the State President:** The President shall be the principal elected officer of the Association. Shall preside at the meetings of the State Association and at all board meetings. Shall be a member ex-officer, with right to vote on all committees except the nomination. He/she shall also be at the state meetings of the Association and at such other items as he/she shall deem proper. Communicate to the Association or to the State Board of Directors such matters and make such suggestions as may in his/her opinion tend to promote the welfare and increase the usefulness of the Association. Shall perform other duties as are necessary to the office of the President or as may be prescribed by the State Board of Directors. The President shall be bonded with National.

Revision Date 4/2012
Revision Wording removed DMA after National.

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Section 10. **Duties of the President-Elect:** The President-Elect Shall serve in the absence of the President, perform his/her duties in the event of his/her absence from meetings. Shall have other duties as the President or other Executive Board may assign.

Revision Date
Revision Wording

POLICY 2

ORGANIZATION

Section 11. **Duties of the State Secretary:** The Secretary shall give notice of and attend all meetings of the State Executive Board and State Association. Keep a record of the proceedings, documents, and prepare the ballot for election. Perform such other duties as necessary.

Revision Date
Revision Wording

Section 12. **Duties of the State Treasurer:** The Treasurer shall be Bonded with National headquarters. Keep an account of all monies received and expended for use of the State Association. Shall make disbursements authorized by the Finance Committee and approved by the State Executive Board. He/she shall deposit all sums received in the bank, or Trust company approved by the State Executive Board. Shall make reports at the State Meetings or when called upon by the State president. The Treasurer shall prepare the Books at the end of Fiscal year (June 1 – May 31) and file e-postcard with IRS (see procedures.) The funds, book and vouchers in his/her hands shall be subject at all times to verification and inspection by the State Executive Board.

Revision Date: 1/09/09
Revision Wording: and file e-postcard with IRS (see procedures.)

Revision Date: 10/23/09
Revision Wording: June 1 – May 31

Revision Date: 4/20/12
Revision Wording: Changed DMA to headquarters

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- Section 13. **Duties of Immediate Past-President:** The Immediate-President shall counsel on all matters pertaining to the operation of the Association and shall accept any responsibility delegated to him/her by the State President. Shall have the right to vote on the State Executive Committee.

Revision Date
Revision Wording

POLICY 3

DISTRICT REPRESENTATION

- Section 1. Districts within State According to Zip Codes:
District 1 Baton Rouge Zip Codes 703-704-707-708
District 2 Southwest Zip Code 706
District 3 Northwest Zip Code 710-711
District 4 Greater New Orleans Zip Code 700-701
District 5 Northeast Zip Code 712
District 6 Cenla Zip Code 713-714
District 7 Acadian Zip Code 705
- Section 2. Members of the Association are Those Members of Dietary Managers Association (called ANFP) in Good Standing having mailing addressees within the State of Louisiana.

Revision Date: April 2012
Revision Wording: changed DMA to ANFP

- Section 3. **Rights of Membership:** A member is entitled to all rights and privileges and subject to all obligations which membership implies such as: right to one vote on all matters subject to membership vote and to hold office.

Revision Date:
Revision Wording:

- Section 4. **Membership Lists:** National office will provide current membership lists twice yearly to the secretary and president of the LA-ANFP. These listings will include canceled membership lists and those members whose dues are outstanding.

National association shall provide new member listings on a timely basis as they are received.

The LA-ANFP President shall forward current membership and agenda lists received from National DMA to each district president.

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Membership list of LA-ANFP cannot be shared or copied for use by any other business, organization, or individuals. The list is intended solely for ANFP use.

Revision Date: April 2012

Revision Wording: Changed DMA to office, changed DMA to association, Changed LaDMA to LA-ANFP

POLICY 4

MEETINGS

Section 1. **Business Meetings:** There shall be a FULL Membership business meeting at the annual state meeting.

Revision Date September 2015

Revision Wording: changed to “at the annual state meeting.”
Removed “at the spring and fall meetings”

Section 2. **Notice of Meetings:** Notice of full membership business Meetings shall be included in the program information mailed to each member at least 45 days prior to the spring and fall meetings.

Revision Date

Revision Wording

Section 3. **The State Secretary:** Shall be responsible to notify all members of the State Board of Directors of pending meeting 30 days in advance of meeting.

Revision Date September 2015

Revision Wording:

Section 4. **Verbal Comment at State business meeting:** LA-ANFP members in good standing shall have full voting rights and the right to verbal comment at the full membership business meetings following established Roberts Rules of Order. Full membership business and Board Meetings are limited to members in good standing as determined by the national office. All VISITORS and members not in good standing shall be asked to leave.

Revision Date April 2017

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Revision Wording Changed LaDMA to LA-ANFP, removed LaDMA, and changed DMA to office.

EVALUATION FORM

Location of Meeting: _____ Date: _____

Please evaluate the Program using the following rating system with 5 being the Best.

- 1. Speakers having an organized and effective presentation: 5 4 3 2 1
- 2. Information provided was new and useful: 5 4 3 2 1
- 3. Overall, topic was beneficial for you: 5 4 3 2 1
- 4. Speaker was knowledgeable and stimulating: 5 4 3 2 1

Please describe what educational knowledge you have gained: _____

How will you implement this knowledge in your job? _____

How many years have you been a member of ANFP? _____ are you Certified? _____.

What topics would you like to address in the future? _____

Do you have a speaker we can contact for a future date? _____ Give name and phone number that we may contact _____

Does the time/date/location meet your needs? Yes ___ No ___ Comments

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To: _____

From: _____
LaANFP State President

Date: _____

We would like to invite you to attend the State Meeting of the Association of Nutrition & Foodservice Professionals. The meeting will be at the location, time, and date below. I encourage you to get involved with the state and district levels of the association. We have excellent speakers on a variety of subjects and vendors will be exhibiting their latest products. By attending you will have the opportunity to become acquainted with others that may work in the same field as you.

Bring this letter with you to receive \$20.00 discount off your registration.

State Meeting: _____

Location: _____

Dates: _____

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POLICY 5

ELECTED OFFICERS

Section 1. **Qualifications of Candidates for Office:** All members whom are candidates for State Office shall be:

1. A member in good standing as determined by the national office.
2. Shall know or be willing to learn the objectives and purpose of the ANFP.
3. Shall be an active Certified member in LA-ANFP.
4. Shall have experience in the food service field.
5. Shall have Desirable Attributes as followed:
 - Shall demonstrate pride in and loyalty to the ANFP.
 - Shall possess leadership capabilities.
 - Shall be willing to professionally associate with all members.
 - Shall think and act ethically in the interest of the entire membership.
 - Shall have the ability to handle problems, which may arise in the association.
 - Shall be aware of and able to endure the pressures, which may be inherent.
 - Shall be aware of his/her image as member and officer of a professional association in matters of appearance, action, speech and reputation.
 - Shall establish and/or maintain good professional relationship with allied associations.
 - Shall be able to devote sufficient time to the responsibilities to the office with the support of his/her family and employer.
 - Shall have access to secretarial and telephone service to handle association communications.
 - Shall have rudimentary knowledge of or ability to learn parliamentary procedures to effectively participate in the Board of Directors and full membership business meetings.
 - Shall be willing to delegate and accept assignments.
 - Shall be supportive of decisions properly enacted by the members
 - Shall be willing to professionally accept conciliatory responsibilities.
 - Shall facilitate smooth transition of executive leadership.

Revision Date April 2012

Revision Wording: removed DMA, changed DMA to ANFP, Changed LaDMA to LA-ANFP

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POLICY 6

ELECTION

- Section 1. **Design of Ballot:** Using a form designed for the ballot, the Nominating Committee Chairman shall inform the Secretary of the slate of candidates for the pending yearly election.

The State Secretary shall have the responsibility of providing copies to be mailed to each member in good standing of the association. Included in the ballot information shall be brief resumes of the candidates. Instruction for marking and mailing the ballot must be included. All election ballots shall be mailed to the Tellers Committee chairperson. Ballots shall be kept for six (6) months, then discarded.

Revision Date April 2012

Revision Wording: changed LaDMA to association.

- Section 2. **Organization of the Nominating Committee:** The State President shall appoint a Nominating Committee. This committee shall consist of three (3) certified active members of the State Association, with one designated as chairman, to formulate the ballots for the year.

Members and Chairman of the Nominating Committee shall not be a candidate for office.

Revision Date

Revision Wording

- Section 3. **Responsibilities of the Nominating Committee:** To prepare the slate of candidates for State Office.

The Chairman of the Nominating Committee shall be responsible for meeting the deadline of February fifteenth (15th) of each year to forward the ballot information to the Secretary.

That information shall consist of at least two (2) names for each office that will need new officers. In the event that two (2) candidates cannot be found, the ballot shall include the name of at least one candidate and room for a write-in candidate.

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Revision Date
Revision Wording

POLICY 6

ELECTION

Section 4. **Candidate responsibility to the Committee:** Each candidate must supply the Nominating Committee with pertinent information to include on the ballot and the candidate shall sign his/her name to the “I will serve” form as an acknowledgement of their willingness to be placed on the ballot.

Revision Date: 01/21/11
Revision Wording: Adjusted Policy number from 7 to 6.

Section 5. **Secretary Responsibility:** It shall be the responsibility of the Secretary to distribute ballots to all members of the LA-ANFP.

Accompanying the ballots shall be instructions on the procedures to be used and voting information as to when the ballot must be returned to the Chairman of the Teller’s Committee in order to be validated and counted for the election results.

The ballot may be included in the Spring edition of the State Newsletter if mailed by the 1st day of March.

Revision Date April 2012
Revision Wording changed mail to distribute, and LaDMA to LA-ANFP

Section 6. **Organization of Tellers Committee:** The Teller Committee will consist of : Teller Committee Chairperson and two (2) other members appointed by the Teller Committee Chairperson. The Teller Committee Chairperson shall be appointed by the State President.

No member of the Teller’s Committee shall be a candidate for office or a member of the Nominating Committee.

Revision Date April 2012
Revision Wording removed LaDMA

Section 7. **Duties of the Teller’s Committee:** The responsibility is to validate and count the ballots for each annual election of officers in accordance with policy adopted by the State Board of Directors. One (1) member is to open the ballots, another is to count the votes for the candidates on the ballot, the results are given to the Chairman. The Chairman gives the results to the President in a written report. The President informs the candidates by mail or phone of the results and gives the report to the Secretary to file. The election results are announced at the next state

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membership meeting.

Revision Date
Revision Wording

POLICY 6

ELECTION

Section 8. **Installation of Officers:** There will be installation Ceremony for all in-coming officers that shall take place at the end of the board meeting held at the annual meeting.

Revision Date: September 2015

Revision Wording: "...annual meeting."

Removed "...State Fall Meeting. It is the responsibility of the District hosting the meeting to obtain the person to install the new officers."

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Section 9. **Form to follow: “I Will Serve”**

“I WILL SERVE”

The LA-ANFP Nominating Committee requires all members interested in serving as a State Officer or a State Committee member to complete this form. (**State officers must be certified.**)

I _____, membership # _____ would be interested in serving in the following capacity.

Name: _____ Home Phone: _____ Cell #: _____

Address: _____ Work Phone: _____

City: _____ Fax Number _____

Zip Code _____ Email _____

Employed by: _____ Job Title: _____

List offices and/or committees you have held in your District Association _____

Do you attend State Meetings? _____ Are you active on the district level? _____

Have you attended a National or Regional meeting? _____ Please list any other pertinent information

Serving on the district or state level requires time and energy. Please consider your personal situation to be sure that you can accomplish the responsibilities of the office or committee.

Member Signature: _____ Date: _____

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Administrator Signature: _____ Date: _____

POLICY 7

FINANCES

Section 1. **Dues:** Active members shall pay annual dues to the national association. Members residing within the State of Louisiana shall automatically be members of the State Association. Dues must be paid by July 31st annually.

Revision Date: 01/21/11

April 2012

Revision Wording: Adjusted Policy number from 8 to 7.

Removed DMA and replaced with the national association.

Section 2. **Rebate from National:** The National Association shall pay a rebate to the affiliated State Association of the members' address at the time the dues are paid. State rebates are mailed two times per year - the end of July and the end of January. This is in lieu of state dues and will serve as a financial resource for the State Association.

Revision Date

Revision Wording

Section 3. **Rebate from State:** The rebate from the National Association will be issued to the District Presidents at the annual state meeting. In order to receive the district rebates, the state President shall have the following information. Current District officers name, address with current phone numbers. The district shall show proof of a current district bank statement. If the district shows no proof of the money within 90 days the state will retain the funds.

Revision Date September 2015

Revision Wording Removed Fall Meeting and replaced with annual meeting.

Section 4: **Rebate to Districts:** The State Treasurer shall make out checks to each district; he/she shall sign and mail to the State President. The State President will sign, mail to each District president, to be deposited and to be used for educational purposes.

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POLICY 7

FINANCES

- Section 5. **Procedure for acquiring postage fees or other expenditures:**
All state officers and committee members will be reimbursed for postage and other office expenses incurred while performing the duties of their office, with proper documentation. Documentation will include all receipts, and the Request for Reimbursement form submitted to the State Treasurer.

Revision Date: 01/21/11

Revision Wording: Adjusted Policy from 8 to 7.

- Section 6. **Past President Gift :** The State Treasurer shall be responsible to purchase State Past President Gift to be presented at the installation of officers at the Fall State Board Meeting. Not to exceed \$100.00 (one hundred dollars)

Revision Date April 2012

Revision Wording: Changed Gavel to Gift

- Section 7. **Financial Statement of State Meetings:** Procedure for reporting to State Executive Board the financial statement of State meetings, hosted by districts.
- The State Treasurer will keep all financial statements & receipts for a period of three years.
 - Complete a “State Meeting Report” form.
 - Mail all financial statements, receipts, forms, and check to the State Treasurer within one month.

Revision Date 01/21/11

Revision Wording: Complete a “State Meeting Report” form. Deleted “page 31”.

Revision Date September 2015

Revision wording Removed “the district” and replaced with “the State Treasurer”
Added “receipts for a period of three years.”

- Section 8. **Procedure for payment of State Newsletter printing and postage.** Invoices/bill shall be sent to the state treasurer, he/she

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will issue a check covering the amount requested.

Revision Date
Revision Wording

POLICY 7

FINANCES

Section 9. **Banking Procedures:**

- Permanent bank account is approved by the Executive Board of Directors.
- Two signature will be required to validate any check, that of the State President and State Treasurer. The state treasurer will make out the check and sign, mail to the state president who signs the check and mails to whom it belongs.
- Bank statement for prior two (2) years will be kept by the State Treasurer, then turned over to the State Historian/ State President.
- At the end of the state treasurer's term of office all records in his/her possession shall be turned over to the incoming treasurer immediately following the installation of officers at the Fall Board meeting.
- The incoming treasurer shall obtain a signature card from the bank to change signatures on the account.

Revision Date 01/21/11
Revision Wording: Adjusted Policy number from 8 to 7.

Section 10. **Vendors Exhibits:** All vendors shall pay a fee based on a sponsorship level to exhibit at state meeting. Diamond Sponsor - \$1,500.00, Platinum Sponsor - \$1,000.00, Gold Sponsor - \$750.00, Silver Sponsor - \$500.00, Bronze Sponsor - \$350.00.

Revision Date: 01/09/09
Revision Wording: \$300.00

Section 11. Tax ID # 91-1969278
 Bank ID# 72-114570

*For Federal Tax ID #, please contact State Treasurer

Revision Date 10/23/09
Revision Wording For Federal Tax ID #, please contact State Treasurer

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POLICY 7

FINANCES

Section 12. Every chapter is required to file the “e-postcard” after the tax year is up (May 31st.) These are the things you will need in order to fill out the e-postcard.

- ❖ Federal Tax ID # (available by contacting the State Treasurer)
- ❖ Tax Year (June 1-May 31)
- ❖ Legal name and mailing address (Louisiana Dietary Managers Association, Treasurer address.
- ❖ Any other names the Association uses (Abbreviations LA-ANFP)
- ❖ Website address
- ❖ Confirmation that the organization’s annual gross receipts are normally \$25,000 or less.

Between May 31st and September 30th go to the IRS website at www.irs.gov/charities/article/O.id=169250.00.html to file the e-postcard. There is a box in the center of the page titled, “How to File” where you will click a link that will leave the IRS website to file through their trusted partner, Urban Institute.

If you do not file your e-postcard on time, the IRS will send you a reminder notice but will not be assessed a penalty for late filing.

Revision Date: 01/09/2009

Revision Wording: all of section 12

Revision Date: 10/23/09

Revision Wording: Louisiana DMA; Federal Tax ID # (Available by contacting the State Treasurer); Between May 31st and September 30th go to the IRS website

Revision Date: 01/21/11

Revision Wording: Adjusted Policy number from 8 to 7.

Revision Date: April 2012

Revision Wording: Changed LaDMA to LA-ANFP

Section 13. **Forms:** Request Reimbursement of Funds, Registration form for State Meetings, State Treasurer Report and District Report of State Meeting.

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Revision Date
Revision Wording

REQUEST REIMBURSEMENT FROM STATE TREASURER

To: _____
State Treasurer

From: _____

Address: _____

Office held _____ Date of Request: _____

I, _____ request reimbursement in the amount of
\$ _____, For expense for _____

**YOU MUST SUBMIT ALL RECEIPTS BEFORE YOU RECEIVE
REIMBURSEMENT**

State Treasurer Signature

Approved by State President (if above \$500.00)

Date check issued

Check Number

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REGISTRATION FORM FOR STATE MEETING

District Hosting Meeting: _____

Dates of Meeting: _____

Location: _____

Hotel: _____

Address: _____

Room Rate, Single _____ Double _____

REGISTRATION FEE

Member	\$85.00
At the door	\$90.00
Student and New Member	\$45.00 (with certificate)
Non-Member	\$100.00
At the door	\$105.00

Mail payment to State Treasurer _____ By 15 days prior to conference

Theme of Program _____

Name _____ # _____

Facility _____

Address _____

City _____ Zip _____

Revision Date September 2015

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Revision Wording Member price from \$65 changed to \$85; At the door from \$70 changed to \$90; student and new member from \$35 changed to \$45.

Non-Member price from \$80 changed to \$100; At the door from \$85 changed to \$105.

Removed One day (member or non-member \$40; removed One day at the door (member or non-member \$45); removed Officer training – no charge

TREASURER REPORT

Date: _____

INCOME

From _____ to _____

Rebate from National
Annual State Meeting

Other

TOTAL INCOME

EXPENSES

Rebate to District

Bonding

Other Postage

Office Expenses

Officer to National

Officer Transportation to National

Officer Hotel to National

TOTAL EXPENSES

BEGINNING BALANCE

Total Income

Less Expenses

Ending Balance

Submitted By: _____ Date: _____

Approved By: _____ Date: _____

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STATE MEETING REPORT

District Reporting: _____ Date: _____

INCOME:

Registration fee @ \$85.00 members _____

@ the door \$90.00 members _____

Registration fee @ \$100.00 non-members _____

@ the door \$105.00 non-members _____

Registration fee @ \$45.00 Students & New Members _____

(with certificate)

Registration fee @ \$40.00 One Day _____

Member or non member @ the door \$45.00 _____

Vendors booth \$300.00 _____

Donations _____

TOTAL INCOME _____

EXPENSES

Postage _____ Printing _____

Telephone _____ Flowers _____

Door Prizes _____ Speakers _____

Hotel Meeting Room _____ Equipment _____

Meals _____ Other _____

TOTAL EXPENSES

Total Income _____ Report submitted by _____

Less Total Expenses _____ Date of Report _____

TOTAL PROFIT/LOSS _____ Date received _____

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POLICY 8

FINANCE COMMITTEE

Committee Charge: Oversees the financial activities of the chapter. The Committee shall interface with the outside independent accountants and be responsible to the Board of Directors in its oversight of such activities.

Committee Responsibilities:

- Implementation and maintaining a sound financial condition protecting the chapter's financial interest
- Establish recommendations governing all chapter financial transactions, which shall be submitted for Board of Directors approval
- Reviews and approves annual budget, submits recommendations to Board of Directors regarding revisions to the budget
- Actively participates in conference calls and/or meetings as scheduled

Committee Composition:

The Audit/Finance committee shall include the state Treasurer, state President, and three non-board members. Membership of this committee shall be determined by the President. Committee shall be chaired by the Treasurer.

Committee Member Criteria:

Professional member of ANFP for 2 years

Term:

1 year term, no consecutive terms

Revision Date 5/17/2017

Revision Wording: All

Section 3

STATE BUDGET: The annual state budget must be approved by the Finance Committee and sent to the national office no later the November 1st of each year. The state budget should include accurate figures for expenses as well as income, based on the previous year's actual expenditures and income and additional forecasts for the coming year. It is the responsibility of the state Treasurer to file the budget with the national office each year and to maintain the budget throughout the year.

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if funds are low. The Treasurer shall be responsible to see that registration fees and room fees are either paid in advance or a check will be issued in advance to each state officer attending. Each officer attending shall be responsible for their own standard transportation expense and must submit receipts as soon as possible for reimbursement following procedure in the P & P manual.

Revision Date: 4/20/2013

Revision Wording: remove DMA and put National/Regional meetings

Revision Date: 4/17/13

Revision Wording: Changed wording from The current State President and State President-Elect, incoming secretary, incoming treasurer, and the spokesperson will be the officers that will represent Louisiana at National Convention. The Executive Board will determine who may attend if funds are low. The President-Elect is the official delegate from each state. All officers attending a National meeting shall be responsible to see that registration fees, airline fees, and room fees are paid, providing the state treasurer all receipts within 30 days of return for treasurers review for expense reimbursement. When checks are issued to state officers in advance, they shall be responsible to mail all receipts to the State Treasurer immediately after their return from the National Convention.

POLICY 9.

NEWSLETTER

Section 1. **The LA-ANFP Newsletter Printing:** Hereafter called, "Louisiana Newsletter", shall be published a minimum of two (2) times per calendar year.

If printed, the newsletter shall be copied by a professional printing office (or not) and shall be published electronically using the guidelines held by National. The newsletter shall be entered each year in the newsletter contest held by national.

The newsletter can include voting ballots, meeting agendas, meeting registration and "I Will Serve" forms to reduce cost of mailing to members.

Revision Date: 01/21/11

Revision Wording: Adjusted Policy number from 10 to 9. If printed, newsletter shall be copied by a professional printing office (or not) and shall be published electronically using the guidelines held by National DMA.

Revision Date: April 2012

Revision Wording: removed DMA twice

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Section 2: Each district shall submit activities to the state newsletter editor in a timely manner.

Section 3. **Content:** LA-ANFP newsletter shall contain chapter information and information pertaining to nutrition and management. It shall not contain personal or biased information. Each issue should contain some information about the state and its districts, as well as at least one article dealing with nutrition or dietary management.

Revision Date April 2012

Revision Wording changed LaDMA to LA-ANFP, and changed DMA to chapter

POLICY 9.

NEWSLETTER

Section 4. **Mailing List:** Each time the newsletter is to be mailed, A new set of labels must be ordered from the national office to ensure the list is the most up to date. Old or previously used lists may not be used. Newsletter mailing lists should include members of the state chapter, as well as the National Board of Directors and all other state chapter newsletter editors, which can also be obtained from the national office.

Revision Date: 01/21/11

Revision Wording: Adjusted Policy number from 10 to 9.

Revision Date: April 2012

Revision Wording: changed DMA to office, replace LaDMA with state chapter, removed DMA twice.

Section 5. **Advertisements:** If agreed upon by the state Board of Directors, the newsletter may include advertisements from vendors to help offset the cost or printing and mailing the newsletter. The newsletter editor has a right to refuse any ad that does not meet the standards of the association.

Revision Date April 2012

Revision Wording removed DMA before Board of Directors and changed standards of DMA to standards of the association.

Section 6. **Ad Size for Newsletter:**
Full page \$100.00
Half page \$50.00
Third page \$35.00
Fourth page \$25.00
Insert (provide own) \$40.00

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Revision Date
Revision Wording

POLICY 10. FUND RAISING

Section 1. **Authority for Final Approval:** The State Association shall participate in fund raising if the criteria is approved by headquarters.

The fund raising project must be designated as to what the funds will be used for.

Revision Date: 01/21/11
Revision Wording: Adjusted Policy number from 11 to 10.

Revision Date: 4/20/2012
Revision Wording: changed DMA to headquarters.

Section 2. **Projects to be considered are:** raffles, bake sales, white elephant sale, cookbook project, etc.

When planning a fund raiser consider the following;
Never raise money just to build a bank account
Never sell membership names and addresses
Be discreet about any item selected to be sold
Consider projects which present a professional image of ANFP
Never endorse a product
Use the ANFP name with great care

Revision Date April 2012
Revision Wording changed DMA to ANFP

POLICY 11. AMENDMENTS

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Section: 1: **Processing for Amendments to the Policy & Procedure Manual:** These polices and procedures shall be revised or amended by the Board of Directors or the Executive Board of the LA-ANFP,

Any Louisiana member in good standing can ask to refer to the policy and procedure manual, and if he/she takes exception or disagrees with the policies as written, may ask The Board of Directors to consider revisions or amendments.

These policies and procedures shall be revised and/or amended by the Board of Directors and Executive Board of the LA-ANFP, or a member designated by the Executive Board of LA-ANFP.

Revision Date: 01/21/11

Revision Wording: Adjusted Policy number from 12 to 11.

Revision Date: April 2012

Revision Wording Changed or to and/or, and changed LaDMA to LA-ANFP twice.

Section 2. **All Policies Must be in Concurrence with the State Bylaws:**
No policy or procedure may be written so as to conflict with the LA-ANFP bylaws.

Revision Date April 2012

Revision Wording Changed LaDMA to LA-ANFP

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RUBY GEORGE MEMORIAL SCHOLARSHIP

The state President shall appoint a committee of five (5) to seven (7) members. The state President shall be the chairman and hold a meeting with his/her committee at the fall state board meeting, to review applications. The scholarship will be presented at the annual state meeting. Application must be post marked no later than September 1st.

PURPOSE OF THE SCHOLARSHIP

LA-ANFP recognized the need and encourages the certifying of Dietary Managers. Therefore, will provide one (1) scholarship per year. The scholarship will be in the amount of \$500.00. Instructions follow to applying for the scholarship.

1. The candidate must be employed in food service full time and have a minimum of one year experience.
2. Must be accepted by an approved Dietary Managers Course, or meet equivalent educational requirements.
3. Must submit a completed application form by September 1st.
4. Must be recommended for the scholarship by a Dietary Manager, immediate supervisor, administrator, or a consultant dietitian.
5. Upon completion and passing of the credentialing examination, candidate Will be awarded the scholarship funds.
6. Selection of person to receive scholarship will be made by the state President and his/her committee.
7. The recipient will be notified by telephone call and followed up with a letter.

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RUBY GEORGE MEMORIAL SCHOLARSHIP
APPLICATION

Name: _____ Phone: _____

Address: _____

Number of years in food service _____ Number of years present employer _____

What Dietary Manager program do you plan to attend? _____

Have you been accepted? _____ Please enclose your letter of acceptance from the school.

Describe your work experience in food service, including how you became interested in the profession. _____

Describe your future professional plans in the food service field and your commitment of the field. _____

A letter of recommendation from the applicant's Dietary Manager, immediate supervisor, administrator, or consultant dietitian is required.

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Application Signature Date

Mail to: _____
LA-ANFP State President

Address: _____

ADMINISTRATOR OF THE YEAR AWARD

The state President shall request nominees for administrator of the year award from the state general membership no later than September 1st. The executive board will conduct a meeting, to review applications. The award will be presented at the annual state meeting. The state President shall contact the winner and the association member who submitted the application before the state annual meeting by telephone and letter.

Applications must be post marked no later than September 1st.

The plaque award shall be selected by the state President not to exceed \$50.00

Revision Date April 2012

Revision Wording changed DMA member to association member

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ADMINISTRATION OF THE YEAR AWARD

Criteria to select candidate should be:

Candidate who demonstrates an interest in and support of the association

Candidate who encourage the member to attend their district, state and national meeting

Candidate who support the member in his/her endeavor to be active in the association

Upon receipt of the application, the committee shall select the Administrator of the Year and the member who submitted the administrator.

APPLICATION FOR ADMINISTRATOR OF THE YEAR AWARD

1. How does your administrator support you? _____

2. How does your administrator demonstrate awareness of LA-ANFP educational program?

3. How is your administrator receptive to new ideas? _____

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Administrator _____ Dietary Manager _____

Facility _____

Address _____ City _____ Zip Code _____

Please fill in all blanks above and return this form by September 1st.

To: _____

LA-ANFP State President

Address _____

Policy & Procedure

Policy	Section	Page	New Revision Date	Reviewed Date
2	12	8	1/9/2009	
7	10	20	1/9/2009	
7	12	21	1/9/2009	
2	12	8	10/23/2009	
7	11	20	10/23/2009	
7	12	21	10/23/2009	
Table of Contents		1	1/21/2011	
# 7 changed to # 6		15	1/21/2011	
# 7 changed to # 6		16	1/21/2011	
# 8 changed to # 7		18	1/21/2011	
7	3	18	1/21/2011	
# 8 changed to # 7		19	1/21/2011	
7	7	19	1/21/2011	
# 8 changed to # 7		20	1/21/2011	
# 8 changed to # 7		21	1/21/2011	
Registration form		23	1/21/2011 1/21/2011	
State Meeting Form		25	1/21/2011 1/21/2011	

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#9 changed to # 8		26	1/21/2011	
#9 changed to # 8		27	1/21/2011	
# 10 changed to # 9		28	1/21/2011	
9	1	28	1/21/2011	
# 10 changed to # 9		29	1/21/2011	
9	Section 5 changed to 6	29	1/21/2011	
#11 changed to # 10		30	1/21/2011	
# 12 changed to # 11		31	1/21/2011	
1	1,2,3, &4	1	4/20/2012	
1	5 &6	2	4/20/2012	

Policy & Procedure

Policy	Section	Page	New Revision date	Reviewed date
2	1	3	4/20/2012	
2	3	4	4/20/2012	
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4	1	10	09/13/16	
7	3	18	09/13/16	
7	7	19	09/13/16	
7	13	23 & 24	09/13/16	

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