



2011 VSCA Canteen of the Year Awards Celebrating excellence in Victorian school canteens

ATTENTION: All those connected with a school foodservice in Victoria

("school foodservice" = school canteen, tuckshop, cafeteria, cafe; lunch day; local caterer or shop providing school lunches; contracted/leased/outsourced/privatised foodservice; vending machines; food in curriculum activities/sports days/celebrations etc in any government, catholic or independent, primary, secondary or P-12 school, anywhere in metropolitan or rural Victoria)

This is a special invitation to YOU from the Victorian School Canteen Association (VSCA).

At VSCA, we believe that school foodservices provide invaluable benefits for Victorian school communities and are vitally important to student well-being.

To acknowledge the dedication and wonderful achievements of those who work in school foodservices, VSCA convenes the annual **VSCA Canteen of the Year Awards**.

We invite your nomination/s for the 2011 VSCA Canteen of the Year Awards.

You may nominate yourself or you may "secretly" nominate a most deserving person at your school. Tell us why you, your nominee or your school foodservice should win! What is special about your school foodservice? What have you done? How did you do it? For how long? What impact did it have? Share your experiences with VSCA and gain recognition for your efforts!

There are 10 categories for VSCA Canteen of the Year Awards:
(You may choose the category or categories that best suit your school.)

PRIMARY SCHOOL DIVISION

- A) VSCA Primary School Canteen Manager of the Year (paid position)**
- B) VSCA Primary School Canteen Manager of the Year (voluntary position)**
- C) VSCA Primary School Voluntary Canteen Helper of the Year**
- D) VSCA Most Improved Primary School Canteen of the Year**
- E) VSCA Innovation Award for the Best Primary Canteen Idea of 2011**

SECONDARY OR P-12 DIVISION

- F) VSCA Secondary/P-12 School Canteen Manager of the Year (paid position)**
- G) VSCA Secondary/P-12 School Canteen Assistant of the Year**
- H) VSCA Secondary/P-12 School Voluntary Canteen Helper of the Year**
- I) VSCA Most improved Secondary/P-12 School Canteen of the Year**
- J) VSCA Innovation Award for the Best Secondary/P-12 Canteen Idea of 2011**

In addition, the **GLENDIA SMITH MEMORIAL AWARD**
may be awarded at the discretion of the VSCA Committee of Management.

Nominations close at 5 pm on Friday, 28 October, 2011.

Winners will be announced at the 2011 VSCA Annual Canteen Rewards Evening in late November 2011.

The VSCA Canteen of the Year Honour Board and details of winners are published under
Activities & Resources > Canteen of the Year on VSCA's website: www.vsca.org.au/Activities/COY.htm

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VSCA Canteen of the Year Awards are joint initiatives of
Victorian School Canteen Association (Inc A0013400G, ABN 67 780 636 703) and VSCA Canteen Services Pty Ltd (ABN 20 062 392 983)
PO Box 1035, Box Hill, Vic 3128
Phone: 03 9890 4203 or Freecall 1800 803 762 (for Vic country schools) Fax: 03 9890 1601
Email: awards@vsca.org.au Web: www.vsca.org.au

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NOMINATION FORM

Please print legibly. If nominating for multiple categories, please copy this page & complete a **separate nomination form** for each category. Nomination may include accompanying documentation in any format (providing it is portable). Please see Conditions of Entry over page. Please forward completed Nomination Form and documentation to VSCA on or before **28 October 2011** (see contact details at base of page)

1. School Details

SCHOOL NAME:

ADDRESS:

PHONE:

FAX:

NUMBER OF STUDENTS:

EMAIL:

ABN:

WEB HOME PAGE:

DIVISION:

Primary

Secondary or P-12

SECREC Y:

Is this a secret nomination?

YES

NO

2. Details of Person Submitting Nomination

NAME:

POSITION:

SIGNATURE:

3. Award Category [please mark one box only - please use a separate form for each nomination]

PRIMARY

SECONDARY OR P-12

A) Manager (paid)

F) Manager (paid)

B) Manager (voluntary)

G) Assistant

C) Voluntary Canteen Helper

H) Voluntary Canteen Helper

D) Most Improved Canteen

I) Most Improved Canteen

E) Innovation Award - Best Primary School
Canteen Idea of 2011

J) Innovation Award - Best Secondary or P-12
School Canteen Idea of 2011

4. Details of Person Being Nominated [not required for categories D, E, I or J]

NAME OF NOMINEE:

POSITION:

SIGNATURE: *(This signature is not required if nomination is secret!)*

5. Principal's Declaration and Signature

I have read the Conditions of Entry [see over page]. The information contained in this entry is to the best of my knowledge true and accurate.

NAME OF PRINCIPAL:

SIGNATURE:

EXTRA COMMENTS:

.../continued over

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6. Citation & Supporting Documentation (Closing date for nominations is Friday 28 October 2011)

Please tell us why you should win a VSCA Canteen of the Year award. Why is your nominee outstanding? What is special about your school foodservice? How does it operate? Who is involved? In what ways is it successful? Have you made any changes? What did you do? How? When? What impact did this have? What do your students think? ... And more!

Add extra pages if you wish. Please include documentation and images from your school that are relevant to your nomination and your foodservice operations eg. canteen menus, price lists, special day flyers, recipes, volunteer information, photos, any other appropriate information. This supporting material may be in digital format (as electronic or computer files) and/or in hard copy format (on paper).

CONDITIONS OF ENTRY

1. Entrant school must be a 2011-12 financial member of the Victorian School Canteen Association Inc. If unsure of your financial status, please contact VSCA.
2. For non financial schools, VSCA membership subscription can be paid with nomination. Membership application may be made online or application form may be downloaded from the Membership section of VSCA's website: <http://www.vsca.org.au/03Membership.htm>
3. Nominations must be submitted to arrive on or before closing date of 5 pm on 28 October 2011.
4. Nominations may be submitted online, by email, by fax or by snail mail (see contact details at base of this page).
5. A completed Nomination Form or Online Nomination Form must accompany each entry.
6. You may nominate for more than one category (eg. you may submit nominations for a canteen manager and a canteen voluntary helper, or for a canteen manager and an innovation award). In these cases, separate nominations with separate Nomination Forms or Online Nomination Forms must be submitted for each category.
7. Your entry may be in any format, but must be easily portable. You may submit extra material in support of your nomination eg. documentation or images from your canteen or school relevant to your foodservice operations (eg. photos, video, DVD, CD, menus, recipes, newsletters, etc). This supporting material may be in digital format (as electronic or computer files), in hard copy format (on paper), or in both formats. It may be submitted separately from your nomination, but must reach VSCA on or before closing date of 5 pm on Friday 28 October 2011. VSCA may contact you later to request further information and/or documentation.
8. Nominations are judged on the basis of the information you provide. You must convince the VSCA Committee of Management why your nomination should win an award.
9. Entries must be original and previously unpublished. Information previously submitted and/or published elsewhere is not eligible.
10. Entries become the exclusive property of the Victorian School Canteen Association Inc in conjunction with VSCA Canteen Services Pty Ltd and are not for submission to, nor use or publication by, any other party without the prior written consent of VSCA.
11. Awards are decided at the discretion of the VSCA Committee of Management.
12. The VSCA Committee of Management also has discretion to present the Glenda Smith Memorial Award to an outstanding nomination.
13. Winners will be announced at the VSCA Annual Canteen Rewards Evening in late November.
14. No results will be available prior to the VSCA Annual Canteen Rewards Evening.
15. To be eligible to win an award, nominees must be present at the VSCA Annual Canteen Rewards Evening to receive due recognition and public acknowledgement.
16. The judges' decision will be final. No lobbying will be tolerated. No correspondence will be entered into.
17. Nominations and supporting material are published in the Canteen of the Year section of VSCA's website: www.vsca.org.au/Activities/COY.htm

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