



## WASHINGTON SCHOOL NUTRITION ASSOCIATION

### PROCEDURES FOR SPECIALIZED TRAINING GRANTS

Following are some guidelines to assist you in planning a successful class using WSNA's Specialized Training Grants. If you have questions, you may contact Kathy Buchanan, WSNA Executive Director, [wsna@comcast.net](mailto:wsna@comcast.net), (509) 926-9177.

Please note that these grants are different from the Area/Chapter grants that are still available through your Area Representative.

1. Research the interest in the class in your area and in neighboring areas that may be close to the proposed site. Classes currently approved for Specialized Training Grants are **Basic Nutrition, Serving It Safe, and Healthy Edge**.
2. Complete an application and budget. ***Both forms are required.*** Read through the information on the application and budget carefully, since it gives more guidance as to the WSNA policies regarding the Specialized Training Grants. Be sure to keep a copy of the application and budget for your records.
3. Mail the application and budget to the Executive Director ***at least 8 weeks prior*** to the class. This is necessary in order to contact instructors and order materials that are being graciously provided by Child Nutrition Services at OSPI.

WSNA  
c/o Kathy Buchanan  
4010 S Sundown Drive  
Spokane, WA 99206

4. Upon receiving notice of approval of the class from WSNA, begin the registration process. A suggestion in order to help insure attendance by those registered is to charge a fee, perhaps \$25, when people register, even if you do not plan to charge anything for the class. When the class is held, those who are in attendance will receive their checks back. This, however, is only a suggestion. You may decide not to charge anything, or you may establish a registration fee that will be charged to all registrants.
5. Assign a facilitator for the class. The ***facilitator*** will collect evaluations (2-part NCR), give the second copy to the instructor, and mail the original copies of all evaluations to WSNA at the above address (see Item #3). The ***evaluations must be mailed within one week*** of the conclusion of the class in order to facilitate payment to the instructor.
6. Additional information regarding Specialized Training Grants:
  - a. Specialized Training Grants are designed to provide funding for trained instructors to teach one of each of the three classes in each area of the state. Grants will be awarded on a first come, first served basis.
  - b. If a chapter/district applies for a grant that is no longer available because it has already been offered in its area, the name of the chapter/district will be added to a waiting list.
  - c. Districts/chapters who submit an application for more than one of the three available classes will be asked to prioritize the classes in order of preference. Assuming funding for the preferred class is available, the applicant will be awarded a grant for that class and will be added to a waiting list for the other class/classes.
  - d. On March 1, all remaining available grant money will be awarded to those chapters/districts on the waiting list in the order that the requests were made.
  - e. *For the purpose of specialized grants, instructors will not be allowed to charge more than \$650, to include all expenses.*

WASHINGTON SCHOOL NUTRITION ASSOCIATION  
Application for Specialized Training Class  
Page One

**Chapter Information:**

Chapter Name \_\_\_\_\_ Chapter # \_\_\_\_\_ Area # \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Class Information:**

1. Class Title: \_\_\_\_\_
2. Requested Instructor: \_\_\_\_\_
3. Dates & Times of Proposed Class \_\_\_\_\_
4. Location of Proposed Class (Please be specific) \_\_\_\_\_
5. Anticipated # Attending \_\_\_\_\_
6. What will be your method of advertising the class to other chapters and areas?
7. Attach Completed budget form. (Required)

8. Statement of Understanding:

We understand that receiving a WSNA grant for the above class requires the following:

1. At least 8 weeks prior the class, an application must be submitted to the WSNA Executive Director.
2. If the application is granted, WSNA will pay \$650 to the instructor at the completion of the class.  
*For the purpose of these grants, instructors will not be allowed to charge more than \$650, to include all expenses.*
3. The chapter is responsible for sending the original copies of the evaluations to the Executive Director and for giving the second copy to the instructor. This is extremely important, since the instructor will not receive payment until the Executive Director has received the evaluations.
4. The instructor will submit a course outline and signed rosters from the class to the WSNA Executive Director. Instructor fees will be paid **directly** to the instructor by WSNA.
5. All expenses of the class other than the \$650 instructor fee are the responsibility of the chapter and will not be paid by WSNA.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

WSNA Use Only

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Instructor Assigned \_\_\_\_\_ Date/Check # of Payment to Instructor \_\_\_\_\_

***NOTE: Attach budget (see next page); Send one copy to Executive Director; Make a copy for your records***

**WASHINGTON SCHOOL NUTRITION ASSOCIATION  
Specialized Training Class Application - Page Two  
BUDGET**

Name of Class \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Revenue:**

WSNA Instructor Fees \$650.00  
(To be paid by WSNA directly to instructor)

Chapter/District Contribution \_\_\_\_\_

Registration Fees \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
(Number)

Other Revenue: (Describe) \_\_\_\_\_

**Total Revenue** \$ \_\_\_\_\_

**Expenses:**

Instructor Fees \$650.00

Materials \_\_\_\_\_  
(Other than curriculum provided by OSPI).

Site Costs (Custodial, rental, etc.) \_\_\_\_\_

Meals (if applicable) \_\_\_\_\_

Other Expenses: (Describe) \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

**\*\*\*NET Budget: (Income – Expenses)** \$ \_\_\_\_\_

**\*\*\*Net Budget should NOT be a negative amount. If necessary, increase revenue from registration fees or chapter/district contributions to arrive at a balanced or revenue-producing budget.**

***NOTE: Attach application (see previous page); Send one copy to Executive Director; Make a copy for your records.***