



Minnesota School Nutrition Association



APPROVAL CAN TAKE UP TO 4 WEEKS
SUBMIT ONE MONTH PRIOR TO ACTIVITY TO:
Sharon Maus, Executive Director
21997 Co. Rd 141 Kimball MN 55353
320-251-2344 or 1-877-251-2344
Fax 320-251-2343

REQUEST FOR APPROVAL OF CLOCK HOURS
For the School Nutrition Association Certification Program

DIRECTIONS: Please fill out the information below and click on the submit button at the bottom of the page. Follow the instructions to Email this form. Adobe Acrobat 7 is needed to complete the process. If you are using other pdf software, you may be required to save this form, attach it to an Email and send it to minnsna@gmail.com. Please provide complete information. Attach a brochure, registration form, announcement, etc., publicizing the activity and the time(s) instruction will take place. Attach additional information (agenda, outline, etc.) regarding the objectives/outcomes/content of the activity. Must submit for approval before the activity per SNA guidelines.

Name of Activity: Sponsor:

Location: Date(s) Held:

Is this activity open to food service employees from other districts? (check one) YES NO

Type of Request: (check one) INDIVIDUAL: If you are requesting for yourself only GROUP: If you are requesting for a group

Requester: Date:

Address: number & street city state zip

Phone: W Email

Table with 6 columns: TITLE OF INDIVIDUAL SESSIONS, INSTRUCTOR(S), TITLE AND DATE OF CURRICULUM USED, OBJECTIVES / OUTCOMES / CONTENT (ATTACH ADDITIONAL INFORMATION), CEU'S REQUESTED **, KEY AREA CLOCK HOURS REQUESTED**

TOTAL CLOCK HRS REQUESTED**

ALL Key Area clock hours must be in 2 hour increments per SNA. ALL requests must be approved before the date of the activity.

** Break periods, mealtimes, registration, etc. must be excluded from the number of requested clock hours