Attachment B

SCNP Memo No. 2023-2024-75

May 2, 2024



# School Nutrition Regional Co-Lead Application and Evaluation Rubric

## Application Questions

1. Please enter the following contact information:
	1. First Name
	2. Last Name
	3. Email Address
	4. Phone Number
	5. Position Title
	6. School Division
	7. Superintendent’s Region
2. Describe any farm to school related experience you have, including any farm to school activities you have planned or been a part of, such as local food procurement, school gardens, and nutrition or agriculture education. Please also include any Virginia Farm to School events you have attended and/or helped plan, such as Virginia Farm to School Network meetings, producer trainings, and/or Virginia Farm to School conference.
3. Explain why you want to become a Regional Co-Lead for the Virginia Farm to School Network.
4. In addition to your role in school nutrition, what other experiences and/or skills do you have that would help you excel as a Regional Co-Lead?
5. Please confirm the following by entering your initials next to each statement.
	1. I work within the school nutrition department within my school division.
	2. The School Nutrition Director of my division supports my application as Regional Co-Lead for the Virginia Farm to School Network.
	3. I can commit to the activities outlined in the Scope of Work.

## Evaluation Rubric

Question 2: Describe any farm to school related experience you have, including any farm to school activities you have planned or been a part of, such as local food procurement, school gardens, and nutrition or agriculture education. Please also include any Virginia Farm to School events you have attended and/or helped plan, such as Virginia Farm to School Network meetings, producer trainings, and/or Virginia Farm to School conference.

* 0 Points: No current or previous involvement and has not attended any events.
* 1 Point: No current or previous involvement in farm to school activities but has attended at least one Virginia Farm to School event OR occasional participation (a few times a year) in farm to school activities but has not attended any events.
* 2 Points: Occasional participation in farm to school activities AND has attended at least one Virginia Farm to School event.
* 3 Points: Regular (at least once a month, on average) participation in farm to school activities AND has attended at least one Virginia farm to school event.
* 4 Points: Regular participation in farm to school activities and has attended and helped plan at least one Virginia farm to school event OR involved in leading farm to school activities and has attended at least one Virginia farm to school event.
* 5 Points: Leads farm to school activities and has attended and helped plan at least one Virginia farm to school event.

Question 3: Explain why you want to become a Regional Co-Lead for the Virginia Farm to School Network

* 0 Points: no response.
* 1 point: Vague explanation lacking depth and detail.
* 3 Points: Moderately demonstrates understanding of farm to school activities and expresses desire to help expand activities beyond their school or division but lacks substance in their motivation and capacity to take on the role.
* 5 points: Demonstrates clear understanding of farm to school benefits, articulates the importance of implementing related projects beyond their school or division, and expresses initiative/demonstrates capacity to take on leadership role.

Question 4: In addition to your role in school nutrition, what other experiences and/or skills do you have that would help you excel as a Regional Co-Lead?

* 1 Point: Includes none of the following: event planning/coordination, meeting facilitation, event promotion, marketing, communication, network building, or other relevant skill/experience.
* 2 Points: Includes one of the following: event planning/coordination, meeting facilitation, event promotion, marketing, communication, network building, or other relevant skill/experience.
* 3 Points: Includes two of the following: event planning/coordination, meeting facilitation, event promotion, marketing, communication, network building, or other relevant skill/experience.
* 4 Points: Includes three of the following: event planning/coordination, meeting facilitation, event promotion, marketing, communication, network building, or other relevant skill/experience.
* 5 Points: Includes four or more of the following: event planning/coordination, meeting facilitation, event promotion, marketing, communication, network building, or other relevant skill/experience.