



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

April 11, 2014

Re: Second Annual School Nutrition Programs June Conference

The staff of the Michigan Department of Education's School Nutrition Programs Unit is pleased to announce a three-day conference for food service directors/professionals. Come join us for our themed event, *Apples and Spinach and Regulations – Oh My!* This comprehensive conference is for food service directors/professionals and will cover items the staff must know to be in compliance with all program requirements.

Cost: No conference registration fee. Accommodation and parking fees will apply.

Date: Tuesday, Wednesday and Thursday, June 10-12, 2014

Time: June 10, 2014 7:30 a.m. – 4:30 p.m. - registration
June 10, 2014 10:00 a.m. – 4:30 p.m. - conference
June 11, 2014 8:00 a.m. – 4:00 p.m. - conference
June 12, 2014 8:00 a.m. – 12:30 p.m. - conference

Meals: A continental breakfast will be provided on Wednesday and Thursday. Lunch will be provided Tuesday and Wednesday.

Registration Deadline: May 30, 2014

Conference Location: Lansing Center
333 E. Michigan Avenue
Lansing, MI 48933

Hotel Location: Lansing Radisson Hotel
111 N. Grand Avenue
Lansing, MI 48933

Participants will be responsible for their own lodging. A block of hotel rooms at a discounted rate at the Lansing Radisson Hotel have been reserved for participants of the **School Nutrition Programs June Conference**. When making your hotel reservation, mention the Promotional Code: SNP614 for the discounted rate. For hotel reservations, call (800) 333-3333 or click on the following link for online reservations:

www.radisson.com/lansingmi. **Please make hotel reservations by May 16, 2014. Reservations after that date will be accepted on a space-available basis at the discounted rate.**

Registration for the conference is required and must be completed using the on-line registration process described on the next page. Space is limited, so please register early.

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www.michigan.gov/mde • (517) 373-3324

Second Annual School Nutrition Programs June Conference
Apples and Spinach and Regulations – Oh My!

Tentative Schedule at a Glance

TUESDAY, JUNE 10

7:30 a.m. - 4:30 p.m.	Registration
8:00 a.m. - 12:00 p.m.	School Nutrition Specialist (SNS) Credentialing Exam
10:00 a.m. - 10:15 a.m.	Welcome and Introductions
10:15 a.m. - 11:15 a.m.	General Session
11:30 a.m. - 12:00 p.m.	Keynote Speaker
12:00 p.m. - 1:00 p.m.	Lunch
1:00 p.m. - 2:00 p.m.	Breakout Sessions
2:15 p.m. - 3:15 p.m.	Breakout Sessions
3:30 p.m. - 4:30 p.m.	General Session

WEDNESDAY, JUNE 11

8:00 a.m. - 9:30 a.m.	General Session
9:45 a.m. - 10:45 a.m.	Breakout Sessions
11:00 a.m. - 12:00 p.m.	Breakout Sessions
12:00 p.m. - 1:00 p.m.	Lunch
1:00 p.m. - 2:00 p.m.	Breakout Sessions
2:15 p.m. - 4:00 p.m.	General Session

THURSDAY, JUNE 12

8:00 a.m. - 9:30 a.m.	General Session – Smart Snacks
9:45 a.m. - 10:45 a.m.	Fundraiser Demo and Vendor Fair
11:00 a.m. - 12:30 p.m.	Closing Session

Tentative Breakout Sessions Include:

Administrative Review	No Kid Hungry: Resources and School Calculator
Breakfast in the Classroom	Offer vs. Serve
CACFP/NSLP Comparison	Overview of Lunch Meal Patterns
Direct Certification for Nonpublic Schools	Resource Management
Financial Information Database (FID)	Smart Snacks
Farm to School/Aeroponic Gardening	Smarter Lunchroom
Food Allergies	Staying in Compliance
Food Production Records	Whole Grains
Fundraisers	Verification
Increasing Customer Loyalty	
Local Wellness Policy	
MDE Panel Discussion	

School Nutrition Programs June Conference
Apples and Spinach and Regulations – Oh My!
June 10-12, 2014

ON-LINE REGISTRATION PROCESS

Registration deadline is May 30, 2014. Space is limited, so please register early.

To register:

1. Go to Workshop Registration at: https://mdoe.state.mi.us/fs_registration/
2. Click on *Register For A Workshop*.
3. Click on the appropriate box to identify whether you are from an LEA/ISD/PSA or from an organization.
4. Click on down arrow to choose your desired training. Click on **School Nutrition Programs June Conference**, and then click *Next*.
5. If you are registering from an LEA/ISD/PSA:
Click on down arrow to indicate your local ISD, and then click *Next*.
Click on down arrow to indicate your local district, and then click *Next*.
6. If registering from an organization, fill in organization name, and then click *Next*.
7. Fill in registration information.
8. **Scroll down and click on your desired training.**
9. Click *Submit Registration*.
10. If information is incorrect, click *Change* to make the necessary changes.
If information is correct, click *Confirm* to complete the registration process.

Your registration is NOT complete until you click *Confirm*.

PLEASE NOTE: Repeat this process for EACH person registering from your organization.

If you have any questions regarding this registration process, please contact the School Nutrition Programs Unit by email to mde-schoolnutrition@michigan.gov or phone 517-373-3347. We look forward to seeing you at our conference.

Persons with disabilities needing reasonable accommodations for effective participation in the meeting should contact the Michigan Department of Education Human Resources office at 517-373-3347 to request mobility, visual, hearing, or other assistance. Requests for accommodations should be made by May 23, 2014.

Lansing Center Driving Directions and Parking Information:

<http://www.lansingcenter.com/CenterInfo/Directions/tabid/158/Default.aspx>

Lansing Radisson Hotel Driving Directions:

<http://www.radisson.com/lansing-hotel-mi-48933/lansing/area/map#>