

MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Bake-Off

Purpose of Sub-Committee: To give new and creative ideas to bakers in schools and to ensure a fair and equitable contest.

Preliminary Duties:

1. Review judging criteria from the previous year and make any needed changes.
2. Ensure information and appropriate forms are current on the MSNA website.
3. Prepare and submit informational article on the Bake-Off for the Spring issue of the Serving Spoon.
4. Send formal notification of the Bake-Off contest to Chapter Presidents, along with rules, criteria and recipe form, one to three months before the convention (50 copies of recipe per entry).
5. Purchase ribbons for first- second- and third-place winners.
6. Purchase gifts for first-place winners.
7. Purchase certificate paper.
8. Discuss table set-up needed with Facilities chairperson. Table set-up should include: water, extension cord, 2 chairs, trash can plus 8 tables set in a rectangular shape.
9. Select judges (2 per category) and confirm that they will be attending the convention.
10. Obtain clipboards, pencils and sufficient judging forms.
11. Have paper towels, cups, knives, spatulas, and plastic forks and spoons ready for actual bake-off.

Duties at the convention:

1. Set up signs, easels, etc.
2. Be at designated space to receive items. Have numbers ready to identify entries. Entries are to be judged without the names of the participants to ensure fair and unbiased judging. Ensure correct spelling of each entrant's name and name of the product.
3. Confirm that all judges are in attendance. Get substitutes, if needed.
4. Explain procedures to judges and open Bake-Off contest for judging. No one else should taste products or pick up recipes until judging is completed.
5. Clean up tables.
6. Add scores to determine winners.
7. Print certificates for first- second- and third-place winners.
8. Announce winners, award prizes and announce where to pick up pans, etc., at the last General Session. Thank the judges at this time.
- 9.

Follow-up Duties:

1. Give list of winners and recipes to the Serving Spoon editor and the Executive Secretary.