



**STARS OF EXCELLENCE AWARD
LOUISE SUBLETTE AWARD OF EXCELLENCE
SAMPLE MEMORANDUM**

TO: School Nutrition Association of Michigan President

(Name of Current President - See Leadership Directory)

(Address - See Leadership Directory)

(Telephone - See Leadership Directory)

FROM: _____
(Name of Project Entrant)

(School)

—

(Address)

—

(Telephone)

SUBJECT: Stars of Excellence/Louise Sublette Award of Excellence
Notice of Intent to Enter Contest

DATE: _____

This is to advise you that I will be submitting an entry for the 20__ - 20__ Stars of Excellence Award. I have a copy of the forms (or I need a copy of the forms) and understand the complete application must be in your hands before March 1.

Note: The memorandum for the Stars of Excellence Award must be submitted to the Stars of Excellence Chair no later than December 1. Applications for the award are available from the Chair. See the Leadership Directory for name and address.