



Sponsor's, Co-Sponsors', Jurors' and Administrator's Responsibilities

The responsibilities of the Conference for Food Protection (CFP), as the primary sponsor, include:

- Oversee the continuation of the Crumbine Award.
- Coordinate with the co-sponsors.
- Collect co-sponsors' contributions.
- Manage funds related to the Crumbine Award and disburse as necessary.
- Solicit additional co-sponsors as needed.

The responsibilities of the sponsor and co-sponsors include:

- Provide the financial support needed to cover the costs of the award. These costs include the jury's travel and honorarium (if any), printing of the promotional materials, the award plaques and medallions, and if possible, reimbursement of the winner's travel expenses related to accepting the award.
- Promote the Crumbine Award within their organizations.
- Appoint a representative on the jury.

The responsibilities of the jurors include:

- Review all applications for the award and participate in the jury deliberations.
- Oversee the guidelines and approve all matters related to the substance of the award.
- Decide who will make the award presentations. Presenters may be members of the jury, representatives of the co-sponsoring organizations or officials of the Conference for Food Protection.

The responsibilities of the Foodservice Packaging Institute (FPI), as the administrator, include:

November

- Announce the availability of the award guidelines, issue press releases and other appropriate notices.

January

- Issue reminder of the availability of the award application.
- Ask sponsors and previous winners for jury representatives' names and contact information.

March

- Receive the entries by the deadline and forward them to the jurors with instructions.
- Confirm with applicants by e-mail that their entry has been received and sent to the jurors for review.
- Once the total numbers of applications has been determined, confer with CFP and jury chairperson to determine if jury deliberations should be held via conference call or in person.
- Poll jurors to determine date and time for deliberations.

April/May

- Deliberate via conference call or in person (usually done late April or early May).
- Notify winner and other applicants by telephone and by mail or e-mail. The communications include brief summaries of the programs' strengths and weaknesses and an encouraging note to try again, if recommended by the jury.
- Prepare and send minutes from the deliberations to the sponsors and jury.
- Prepare and send press release announcing the winner.
- Prepare and send letters to a list of officials provided by the winner, including the governor, mayor, county commissioner, council members and other government officials, state and local restaurant associations, Chamber of Commerce, and others.
- Update the Crumbine Award webpage on and upload the winning entry.

June-August

- Order Crumbine plaque and medallions
- Send awards to NEHA/NACCHO/IAFP.
- Coordinate with NEHA/NACCHO/IAFP staff to determine what supporting materials (handouts, slides, speeches, talking points, etc.) are needed for the award presentations.
- Send twenty-five (25) Crumbine Award lapel pins to the winning department.
- Submit expenses to CFP.

For more information about the Samuel J. Crumbine Consumer Protection Award, please contact the Foodservice Packaging Institute at (703) 538-3550 or the Conference for Food Protection at (916) 645-2439.