



Feeding Bodies. Fueling Minds.™

# MISSOURI SCHOOL NUTRITION ASSOCIATION

## Form for 3 % Increase in Participation Award – **Breakfast**

Example:

Month	Average Daily Attendance	Average Daily Participation	Percent Served/Month
September	375	250	67%
October	368	253	69%
November	377	240	64%
December	380	260	68%
January	381	270	71%
February	380	280	74%
March	360	280	78%
April	340	230	68%

Formula:

- Average Daily Participation divided by Average Daily Attendance equals % per month.
- Round to nearest whole %.
- Total monthly percentages divided by 8 months equals % for the year.
- September % subtracted from yearly average % equals % increase for the year.

Total Percent = 559%

Example:  $559\% \div 8 = 70\%$   
 $70\% - 67\% + 3\%$  increase

This certificate is figured on total meals served, not average daily participation. It should be completed by the Cafeteria Manager and approved by their supervisor and signed by both.

**To be eligible, Cafeteria Manager must be a member of MSNA** <https://www.mosna.org/membership/>

This form must reach MSNA by August 1 to qualify for the 3% certificate.

*Please submit one form per school.*

Month	Average Daily Attendance	Average Daily Participation	Percent Served/Month
September			
October			
November			
December			
January			
February			
March			
April			

To figure your % of increase:

Total Percent \_\_\_\_\_ %  
 divided by 8 months = \_\_\_\_\_ %  
 Average for the year.

Yearly Average \_\_\_\_\_ %  
 Minus September \_\_\_\_\_ %  
 \_\_\_\_\_ % increase.

Total Percent = \_\_\_\_\_ %  
 Our School's Increase \_\_\_\_\_ %

The above figures are for the school year  
 September \_\_\_\_\_ through April \_\_\_\_\_.  
 School District: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

\_\_\_\_\_  
 Cafeteria Manager

\_\_\_\_\_  
 Supervisor or Superintendent

Email completed form for each school to: [msna@mosba.org](mailto:msna@mosba.org).