

The ANFP Administrator Kit is designed for ANFP chapters attending state healthcare association or other meetings. It contains materials that can be used to create connections with and educate others about the value of ANFP membership and the CDM®, CFPP® credential. Suggestions for a successful event are outlined below.

1. Equip the ANFP chapter representative with the following suggested value statements to help ensure consistent and accurate information is shared about ANFP and the CDM, CFPP (Certified Dietary Manager, Certified Food Protection Professional) credential.

ANFP Approved Training Programs to qualify for the CDM Credentialing Exam

ANFP makes available through colleges approved classroom, online, and correspondence education programs that can help individuals in their journey to become a CDM, CFPP. The comprehensive program includes 120 course hours and 150 hours of precepted field experience.

A list of programs is available at www.ANFPonline.org/approvedprograms.

CDM, CFPPs Add Value to Your Organization

- **Maintain Successful Surveys**

CDM, CFPPs are nationally recognized experts at managing foodservice operations and ensuring food safety. They can competently perform the responsibilities of a dietary manager. Having a CDM, CFPP on staff can provide expertise during the survey process and add a competitive advantage in marketing your dining services to potential clients.

- **Stay Current in Foodservice Management Trends and Leadership Skills**

CDM, CFPPs stay current with dining trends, regulations, and nutrition and foodservice best practices. Maintaining the CDM, CFPP credential requires completing 45 hours of relevant foodservice management-related continuing education (CE) every three years. Meeting this requirement also validates competence in the areas of sanitation, safety, and professional ethics.

- **Manage Safe Practices**

The CDM, CFPP Scope of Practice includes managing a safe and sanitary foodservice operation. CDM, CFPPs are qualified to help ensure staff maintain safe practices in all phases of food preparation, delivery, storage, etc. They are also required to complete at least nine CE hours every three years in Sanitation and Safety.

- **Remain Dedicated to Continued Competence**

By fulfilling recertification requirements, CDM, CFPPs demonstrate commitment to and competence in the nutrition and foodservice industry. They are prepared to adapt to the dynamic needs of your facility and are dedicated to leading their team to successful outcomes.

ANFP membership is a Means to Stay Connected and Informed

ANFP Membership provides opportunities to connect with peers, engage in opportunities for continued competence, and much more! ANFP membership provides many benefits annually for you and your foodservice staff, such as:

- Six issues of *Nutrition & Foodservice Edge* magazine
- Discounted member pricing on events, webinars, online courses, services, and more
- Opportunities for free continuing education (CE) eligible toward CDM, CFPP recertification requirements
- Complimentary access to ANFP industry survey results, including the ANFP Salary & Benefits Survey
- Networking opportunities with your peers and industry leaders through ANFPConnect, ANFP chapters, advocacy for the profession, and more

View a full list of ANFP member benefits at www.ANFPonline.org/benefits.

2. Use the Sign-Up sheet (page 5) to collect contact information from individuals interested in learning more about ANFP and the CDM, CFPP Certification Program. ANFP staff will follow up with the administrators to provide additional information about our organization.
3. Ask the event sponsor if a reciprocal booth agreement is available between your chapter and the state healthcare association.
4. As needed, request resources from the ANFP Chapter Relations department for use at the meeting, including:
 - *Nutrition & Foodservice Edge* Magazine (see page 3)
 - ANFP pull-up sign and table cover (see page 3)
 - ANFP brochures

Pull-up Banner and Table Cover Request Form

Please fill out the following information, read the terms, and e-mail the form to info@ANFPonline.org. This request must be submitted to ANFP at least three weeks before you need the booth materials. The materials are subject to availability. If you have any questions, please contact info@ANFPonline.org or 800.323.1908.

Contact Information

Name _____ Phone Number _____

Member ID _____

Address Where Sign is to be Shipped:

Event Details

Event Name _____

Date of Event _____ Number of Attendees _____

Additional Comments

Requested Materials

_____ *Nutrition & Foodservice Edge* magazine Count Needed (75 Maximum)

[☐] ANFP Pull-up Banner

[☐] ANFP Table Cover

Additional handout materials can be downloaded and printed from www.ANFPonline.org.

Terms & Conditions

1. Displays must be used as they appear on the ANFP pull-up banner and table cover. If you would like to provide additional material, you may do so as handouts or on the display table.
2. View instructions on how to assemble/dismantle the pull-up banner at www.youtube.com/watch?v=Rxa_vHjKLZE
3. Any materials that were not with the pull-up banner and table cover when it arrived should not be included when you ship it back (magazines, etc.). Shipping weight has been predetermined and adding materials will add extra cost.
4. Tape the return label to the pull-up banner for return shipping – make sure you tape it on so it doesn't come loose during delivery. This label will automatically bill ANFP for the cost of shipping and will ensure the booth is shipped correctly.
5. ANFP Headquarters will incur the expense of shipping the booth. You are responsible for shipping the pull-up banner back via UPS Ground to ANFP, although ANFP will cover the cost of shipping.
6. You must ship the sign within two days after the event at which you are using the pull-up banner.
7. Upon return of the pull-up banner and/or tablecloth, ANFP Headquarters will inspect for any damage, stains or broken pieces. Should any damage be found, the chapter will be responsible for all costs related to repairs or replacements.
8. If these terms are not followed and the ANFP pull-up banner and table cover are lost, the chapter will be subject to a fee based on the cost of the lost item.

By requesting the materials on page 3 from ANFP, you agree to the Terms & Conditions above.

I want to learn more about the value that ANFP and CDM, CFPPs can bring to my facility!

[illegible]

ANFP Chapters: Please Return to ANFP:

Association of Nutrition & Foodservice Professionals
Chapters Department

406 Surrey Woods Drive | St. Charles, IL 60174

Phone 800.323.1908 | Fax 630.587.6308 | www.ANFPonline.org