



## Application Instructions

The 2019 Whipping Up Wellness, Wisconsin Student Chef Competition application is available in two formats: Excel Spreadsheet and Google Docs. Teams may elect to use either format when completing the application. Instructions for submitting each version of the application is found below.

### Excel Version

1. Download the Excel Spreadsheet from the [Whipping Up Wisconsin Wellness](#) webpage.
2. Save a copy of the document for later use by selecting “File” and “Save As”. Save your document in the following format: **District Name – School Name – Team Name – Recipe Name.**
3. Complete the electronic [Student Questionnaire](#) ([goo.gl/vsLHvy](http://goo.gl/vsLHvy)).
4. Complete the “Application” and “Nutrient Analysis” sheets. Many cells on these sheets have been locked from editing. All unlocked cells may be typed in without difficulty except the “Digital Signature” cell (see below for instructions). If you encounter a cell that you believe has been inadvertently locked, please notify Wisconsin Team Nutrition ([DPIFNSTeamNutrition@dpi.wi.gov](mailto:DPIFNSTeamNutrition@dpi.wi.gov)).

*Digital Signature* –To place the digitized signature in the application:

1. Right click on the “Sample Signature” image.
2. Select “Change Picture”.
3. If required, select the “From File” option.
4. Double click on saved image of the digitized signature or select and click “insert” to insert the image in the application.

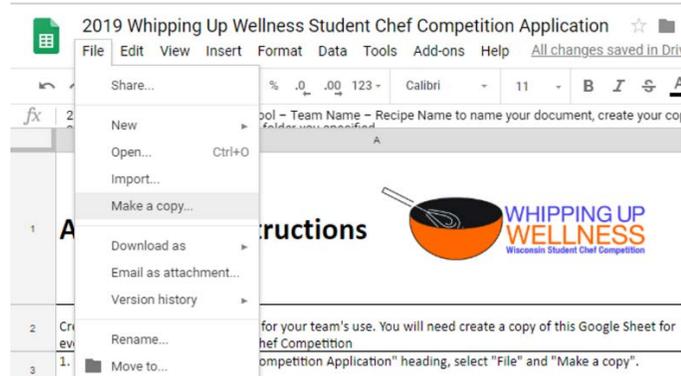
All fields are required.	
<b>Team Application</b>	
Team Name	
School District	
School Name	
School Mailing Address	
Name of Principal or District Administrator	
Digital Signature	<i>Sample Signature</i>

Your principal may submit an email granting approval to participate in the competition if a digital signature is not available.

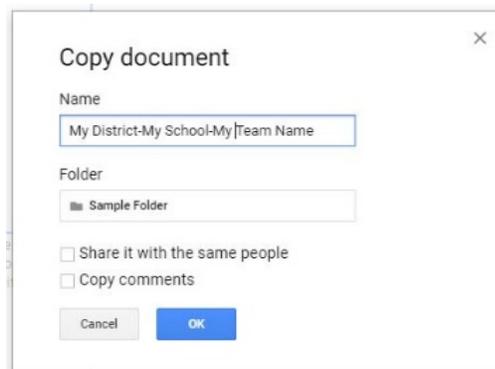
5. Submit a copy of the completed Excel application and picture of the final dish to [DPIFNSTeamNutrition@dpi.wi.gov](mailto:DPIFNSTeamNutrition@dpi.wi.gov). Please title the email *Student Chef Competition Entry for District Name – School Name – Team Name.*

## Google Docs Version

1. Open the [Google Doc version](http://goo.gl/6WH9CS) (goo.gl/6WH9CS) of the application. If you do not have a pre-existing Google account, it is recommended that you use the Excel version of this application.
2. Create a copy of the Google Sheet by selecting “File” and “Make a copy”.



3. Using the format *District – School – Team Name – Recipe Name* to name your document, create your copy of the Google Sheet and click “OK” to save. This sheet will now appear in your Google Drive. You may save your new sheet in one of your existing folders or create a new folder. Once saved, the sheet will appear in your Google Drive in the folder you specified.



4. Complete the electronic [Student Questionnaire](http://goo.gl/vsLHvy) (goo.gl/vsLHvy).
5. Complete the “Application” and “Nutrient Analysis” sheets. Please note, due to you creating a copy of the form, no cells are protected. Be very careful when proceeding through the application so you do not inadvertently delete formulas. Please refer to the general application tips (page three) when completing these pages.
6. Share the completed application with [DPIFNSTeamNutrition@dpi.wi.gov](mailto:DPIFNSTeamNutrition@dpi.wi.gov).
7. Submit an electronic photograph of your final dish via email to [DPIFNSTeamNutrition@dpi.wi.gov](mailto:DPIFNSTeamNutrition@dpi.wi.gov) or by sharing via Google Photos.

## General Application Tips

*Team Name* – Inappropriately named teams will be disqualified from consideration.

*Digital Signature* – When seeking approval from your school's principal to participate in the competition, request a copy of his/her digitized signature and save it as an image (JPEG, PNG, GIF, TIF, etc.). If no digitized signature is available, you may submit an email confirmation of your principal's approval along with your application.

*Recipe Name* – Develop a creative and descriptive name to capture the attention of readers. When naming, remember you want readers to be able to identify the food that is being listed.

*Recipe Description* – Provide a detailed description on your recipe's taste, texture, aroma, and appearance. It is recommended that you use descriptive words such as colorful, crisp, hearty, spicy, etc. View the [Wisconsin Smarter Lunchroom Sensory Words](#) handout for more examples.

*Yield* – Enter a single number in the yield box (e.g. "6"). Do not use a range (e.g. "6-8").

*Serving Size* – Please enter a measurable unit for the serving size. For example, 1 cup, a 2"x4" slice. Avoid using sizes such as 1/8 of the recipe.

*Preparation and Cooking Time* – Recipes are required to have a cooking step and should be prepared and cooked in less than two hours. Recipes with combined preparation/cooking times longer than this will be disqualified from consideration as teams will only receive two hours at the Cooking Competition in May.

*Nutrient Composition* – The calories, percent calories from saturated fat, and milligrams of sodium will automatically fill in once you have entered the nutrient analysis. However, these cells are not locked, and you may manually enter the numbers if desired.

*Ingredients* – List ingredients in the order they are used in the recipe instructions. Most ingredients should be measured using cups, tablespoons, and teaspoons. However, pounds and ounces are an appropriate measure for meats, poultry, and cheese. Ingredients should be accurately measured to ensure that your final recipe will produce consistent quality and quantity.

- Amount – enter whole numbers or decimals.
- Unit/Measure – enter the unit of measurement for each ingredient (e.g., cups, tablespoon, pounds, and ounces). Count can be used as a measure, such as 1 medium potato.
- Ingredient Name – be as detailed as possible. While specific brand names are not required, it is beneficial to application reviewers.

*Instructions* – Be sure all ingredients listed in the recipe are included in the instructions and vice versa. Include all important information such as oven and cooking temperatures, pot/pan sizes, when to add ingredients, how long to mix ingredients, and cooking times. Proofread your final written recipe for accuracy and clarity.

This institution is an equal opportunity provider.