

# Application Instructions

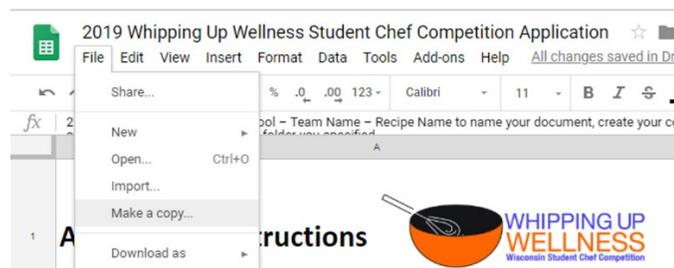
The 2020 Whipping Up Wellness, Wisconsin Student Chef Competition application is available in two formats: Excel Spreadsheet and Google Docs. Teams may elect to use either format when completing the application. Instructions for submitting each version of the application is found below.

## 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 “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 page three for instructions). If you encounter a cell that you believe has been inadvertently locked, please notify Wisconsin Team Nutrition ([DPINFNSTeamNutrition@dpi.wi.gov](mailto:DPINFNSTeamNutrition@dpi.wi.gov)).
4. Complete the electronic [Student Questionnaire](#).
5. Submit a copy of the completed Excel application and picture of the final dish to [DPINFNSTeamNutrition@dpi.wi.gov](mailto:DPINFNSTeamNutrition@dpi.wi.gov). Please title the email *Student Chef Competition Entry for District Name – School Name – Team Name*.

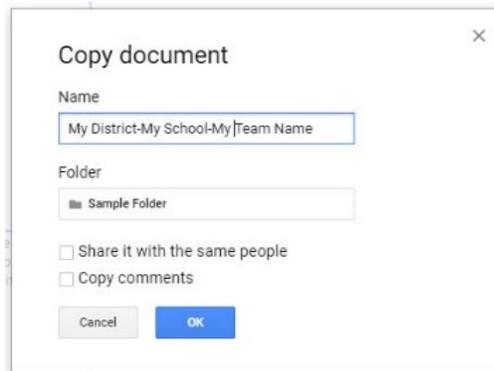
## Google Docs Version

1. Open the [Google Doc version](#) 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.

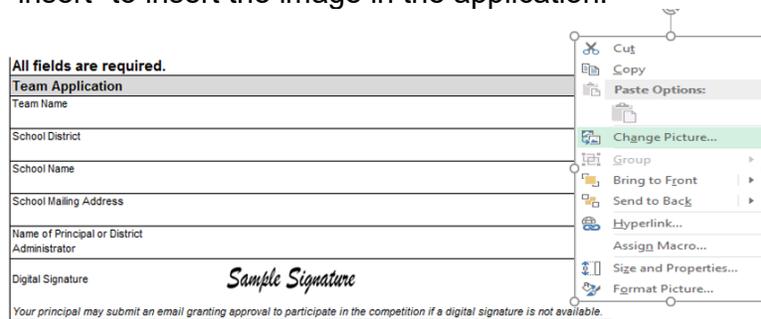


4. Complete the “Application” and “Nutrient Analysis” sheets. Please note, due to you creating a copy of the form, no cells are protected. Be very careful when proceeding through the application so you do not inadvertently delete formulas. Please refer to the general application tips (page three) when completing these pages.
5. Complete the electronic [Student Questionnaire](#).
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 Application

- Team Name – Inappropriately named teams will be disqualified from consideration.
- School Information – Include your school name, district name, school mailing address, and name of school principal or district administrator.
- Student Name Release – The principal or district administrator must initial a box to indicate whether or not the school has a media release form on file that grants permission to publish the students' full names.
- 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.). To place the digitized signature in the application:
  - a. Right click on the "Sample Signature" image.
  - b. Select "Change Picture".
  - c. If required, select the "From File" option.
  - d. Double click on saved image of the digitized signature or select and click "insert" to insert the image in the application.



If no digitized signature is available, you may submit an email confirmation of your principal's approval along with your application.

## Adult Coach

- Include the name, title, email address, and phone number of the adult who is assisting the team with competition. All communication will be done with this adult so providing a correct email address and phone number is required.
- The adult coach must also initial the box certifying that all team members viewed the required MyPlate for School Meals video.

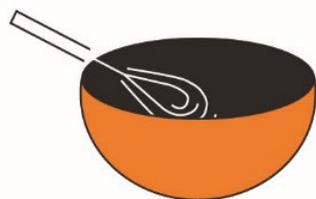
## Team Members

- Enter the name and grade level of each team member.
- Indicate if a team member participated in a past Whipping Up Wellness competition with a "Y" for yes and "N" for no.
- Indicate if a team member completed the student questionnaire with a "Y" for yes and "N" for no. Please note completion of the questionnaire should be done following development of the entrée recipe and nutrient analysis. The questionnaire is

required and failure for all team members to complete the questionnaire will result in disqualification.

## Recipe Entry Form

- Develop a creative and descriptive name to capture the attention of readers.
- Provide a detailed description on your entrée's taste, texture, aroma, and appearance. **Descriptions must be limited to 50 words or less.** Do not include details about any side dishes that would be served alongside this entrée as part of a school meal. 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.
- Provide a list of items to be served with your entrée to make a complete school meal. All school meals must serve protein, grains, fruits, vegetables, and milk. Your entrée and list of additional items do not need to provide the number of cups or ounce equivalents of each food group to make a complete school meal.
- Yield should be entered as a single number (e.g. "6"), not as a range (e.g. "6-8").
- Serving Size should be entered as a measurable unit (e.g. 1 cup, a 2"x4" slice). Avoid using sizes such as 1/8 of the recipe.
- 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.
- Ingredients should be listed 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.
- The calories, percent calories from saturated fat, and milligrams of sodium in the "Nutrient Composition" section will automatically fill in once you have completed the nutrient analysis sheet of the application.
- Instructions should be written clearly and concisely. 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.



**WHIPPING UP  
WELLNESS**  
Wisconsin Student Chef Competition

WISCONSIN  
DEPARTMENT OF  
**PUBLIC  
INSTRUCTION**

This institution is an equal opportunity provider.