



Application Instructions

The 2016 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. You are encouraged to review the general application tips, starting on page three.

Excel Version

1. Download the Excel Spreadsheet from <http://dpi.wi.gov/team-nutrition/whipping-up-wellness>.
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 this sheet 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).

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.

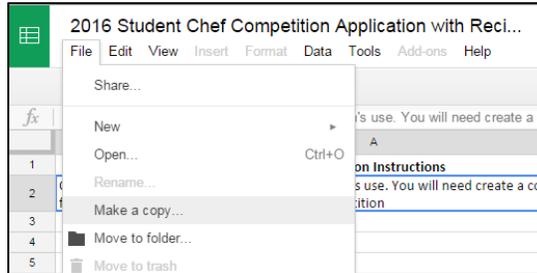
	Wisconsin Department of Public Instruction	Instructions: Complete this form and submit it with your nutritional analysis (tab three) and electronic photo of your dish by February 2016. Application may be submitted as an email attachment or Google Docs to: DPIFNSTeamNutrition@dpi.wi.gov .	
	WHIPPING UP WELLNESS WISCONSIN STUDENT CHEF COMPETITION (Revised 15-16)	All fields are required.	
Team Application			
Team Name	Sample Team Name		
School District	Anywhere District		
School Name	Wisconsin High School		
School Mailing Address	123 Main Street, Anywhere, WI 55555		
Name of Principal or District Administrator	Dr. Doctor	Digital Signature <small>An alternative document (e.g. email) may be submitted with the application if a digital signature is not available.</small>	

- ✂ Cut
- 📄 Copy
- 📄 Paste Options:
- 🖼 Change Picture...
- 📁 Group
- 📄 Bring to Front
- 📄 Send to Back
- 🔗 Hyperlink...
- ⚙ Assign Macro...
- 📏 Size and Properties...
- 🎨 Format Picture...

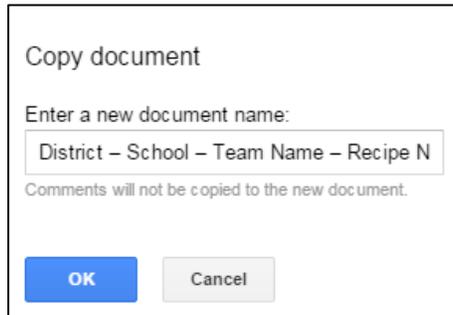
4. Submit a copy of the completed Excel application and picture of the final dish to DPIFNSTeamNutrition@dpi.wi.gov. Please title the email *Student Chef Competition Entry for District Name – School Name – Team Name*.

Google Docs Version

1. Click [here](#) to access 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-2016* 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.



4. Complete the “Application” and “Nutrient Analysis” sheets of the Google Sheet. 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 3) when completing these pages.
5. Share the completed application with DPIFNSTeamNutrition@dpi.wi.gov.
6. Submit an electronic photograph of your final dish DPIFNSTeamNutrition@dpi.wi.gov via email 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. Visit <http://www.opi.mt.gov/Pdf/SchoolFood/CTK/FunaWaystoDescribe.pdf> for more information.

Yield – Enter a single number in the yield box, do not use a range (e.g. “6” instead of “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 to prepare, cook, and plate dishes at the cook-off.

Nutrient Composition – The calories, percent calories from saturated fat, and milligrams of sodium will automatically fill in once you have completed 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.

Helpful Hints for Recipe Development¹

- Start by thinking about food combinations that you would like to eat. Look at restaurant menus, food magazines, television cooking shows, social media outlets, or cruise the aisles of grocery stores to gather ideas about flavors and ingredients.
- Consider your fellow students and their likes/dislikes.
- Review [contest guidelines](#) for recipe requirements, such as nutrition guidelines, types of ingredients used, etc.
- Keep in mind that recipes for school nutrition programs should use less expensive ingredients and basic kitchen utensils.
- If your recipe inspiration is an existing recipe, please note that you must make at least three major ingredient changes to consider the recipe original.

Helpful Hints for Photographing Food²

Lighting

- Avoid using the flash on your camera to avoid unnatural shadows or glare.
- Indirect daylight is the best light for food photographs.
- Find a window where there is plenty of natural light.

Props

- Staging your dish can bring more visual appeal to your photo.
- Props such as utensils, napkins, and fresh herbs can help bring out the color in your dish.
- Avoid overloading the shot with too many items that compete with the food.

Focal Point

- Consider taking photos from all angles to discover where your dish looks best.
- Close up shots of foods are often more appealing as it draws attention to certain ingredients.
- Keep in mind that the center of your dish may not make the best photo, consider moving the focal point of your dish off center.

General Considerations

- Plate one serving of your dish instead of providing a picture of the whole dish.
- Consider using a solid colored backdrop or contrasting colors when staging your photo.
- Provide a high resolution picture whenever possible.



VS.



¹ Stanley, Marcia K. "Creating Scrumptious and Reliable Recipes". *Tastings Eat, Drink, Savor, and Learn...* Summer 2015

² Frasier, Amy "Communicating About Food: What Every Dietitian Ought to Know". *Tastings Eat, Drink, Savor, and Learn...* Winter 2014



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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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