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Step-by-Step Instructions: Completing the 2019-2020 Fulton County Schools Student Chef Application

Step 1: Download and save the Application (Excel document). Name the document in the following format: "District Name – School Name – Team Name – Recipe Name"

There are six (6) worksheets (or tabs) in the workbook. The following is a list and explanation of the worksheets:
1. Instructions: The general instructions for completing the application.
2. Application: The sheet in which you will enter your team information, recipe ingredients and instructions.
3. Recipe Analyzer Tool: the sheet into which you enter the calorie and nutrient information for each ingredient used in the recipe. The tool will calculate the totals for the entire recipe and one serving.
4. Recipe Photo: The sheet into which you will insert a photograph of your dish. If you are not able to insert your photograph, you may email the photograph as a separate attachment when you submit your application.
5. Taste Test: A sheet for a summary of your student taste testing.
6. Sample Recipe: A sample recipe with the Recipe Analyzer Tool completed as an example.

Step 2: Read the application instructions in the Instructions sheet. Note: As you are completing the application, be sure to Save your application periodically so no information is lost.

Step 3: Click on the Application Sheet and complete the fields in the following sections:

1. Team Application
   a. Team Name: Enter the name of the team.
   b. School Name: Enter the name of the school.
   c. School Mailing Address: Enter the school's mailing address.
   d. Name of Principal or District Administrator: Enter the name of the school Principal or District Administrator
      a. Digital Signature: Request a digital copy of the Principal's signature, save it as an image, and insert the image in the "Digital Signature" field. See instructions on how to do this in the Instructions sheet.

2. Adult Coach - must be a Fulton County Schools employee
   a. Supervising Adult/Coach: Enter name of adult/coach
   b. Relation to Student Team Members: Identify the relationships of the Adult Coach to the students (i.e. FACS teacher, FCCLA Instructor, etc.)
   c. Mailing Address: Enter the mailing address of the Adult Coach
   d. Phone Number: Enter the phone number of the Adult Coach.
   e. Email Address: Enter the email address of the Adult Coach.

3. Team Members – must be 2-4 members
   a. Enter the name and grade of all team members on separate lines.

4. Recipe Entry Form
   a. Recipe Name: Enter the name of your recipe.
   b. Recipe Description: Enter a description of your recipe. Try to use descriptive words (i.e. crisp, spicy, etc.) and cover the taste, texture and appearance of the dish.
   c. Recipe Source: If you are starting from an existing recipe, identify the source of the original recipe. (i.e. website, cookbook, etc.)
   d. Yield: number of servings the recipe makes
   e. Serving Size: the size of a single serving of the recipe
   f. School Nutrition Crediting: Enter which components (i.e. meat, vegetable, fruit, grain, dairy) and how much (i.e. ¼ cup, ½ cup, 1 oz., etc.) are provided in a serving of the recipe. Tip: Fulton's School Nutrition Program can assist you with determining the crediting of your recipe.
   g. Preparation time: Enter the time it takes for preparation
   h. Cooking time: Enter the time it takes to cook the recipe. (the preparation and cooking time should equal the entire time it takes to make the recipe)

5. Nutrient Composition – If using a nutrient analysis software to analyze your recipe, you will need to enter the information from the analysis into this section. If using the Recipe Analyzer Tool to analyze your recipe, these fields should populate after you complete the Recipe Analyzer Tool.
   a. Calories per Serving: This field will populate from the information entered in the Recipe Analyzer Tool. If it does not, enter the calories per serving of the recipe, from field F31 in the Recipe Analyzer Tool.
   b. Milligrams of Sodium per Serving: This field will populate from the Recipe Analyzer Tool. If it does not, enter the milligrams of Sodium per serving, from field K31 in the Recipe Analyzer Tool.
   c. Percent Calories from Saturated Fat: This field should populate from the Recipe Analyzer Tool. If it does not, enter the percent calories from Saturated Fat from field L33 in the Recipe Analyzer Tool.
   d. Is the recipe trans fat free?: Enter Yes or No in the field in response to whether the recipe is trans fat free. All ingredient labels should indicate 0 grams of trans fat per serving.

6. Ingredients
Enter each ingredient on a separate line. Enter the amount of the ingredient (i.e. 1, ½, etc.), the unit/measure (i.e. tsp., Tbsp., cup, oz., etc.) and the name of the ingredient.

7. Instructions:
Enter the instructions for making the recipe. Include but not limited to: cutting technique, cooking (broil, steam, etc.) technique, equipment used, etc.

Step 4: Recipe Analyzer Tool: If not using a nutrient analysis software to analyze your recipe, complete the Recipe Analyzer Tool. In this sheet you will enter the calorie and nutrient information for each ingredient in the recipe. The ingredients, amounts, and unit/measures should populate from the Application sheet after you enter your recipe ingredients. Review the Directions for completing the Recipe Analyzer Tool before beginning.

   a. If the yield does not populate from the Application, enter the number of servings your recipes makes into field C4. Do **not** enter a range (6-8). Enter a single number (6).
   b. Calculate the total amount of calories, milligrams of sodium and grams of saturated fat, for each ingredient used in the recipe. You should use nutrition facts labels, the Common Foods Nutrition Information Resource (found at: http://snp.wpgadoe.org/shake-it-up-in-schoolnutrition-initiative/student-chef-competition/), or the USDA Nutrient Database at: http://ndb.nal.usda.gov/ndb/search/list to complete these calculations. Do **not** enter units of measure after the numbers (cal, g, mg). **Note**: there is a Sample Recipe tab as an example of how the Recipe Analyzer Tool should look.
   c. Enter the per serving calories, per serving milligrams of sodium, and percent calories from saturated fat onto the application page if the numbers do not automatically populate. These values will be automatically calculated based on your recipe yield and the ingredient information you enter.

Step 5: Recipe Photo Sheet: Insert a photograph of your dish.

Select a cell in the Recipe Photo sheet, go to the Insert tab at the top of the sheet, click on Picture and choose the photo you want to insert. You may also submit a photograph of your dish via email, along with your application.

Step 6: Taste Test Sheet: Enter a summary of the results of your student taste testing by completing each of the fields. You may submit a photo of your taste test along with your application.

   a. Enter a brief description of how you conducted the taste test.
   b. Enter the number of students that tasted the recipe.
   c. Enter the number of students that liked the recipe.
   d. Enter the number of students that did not like the recipe.
   e. Enter the number of students that would try the recipe again.
   f. Enter a summary of the feedback your team received on the recipe.
   g. Describe the changes made (if any) to the recipe based on the feedback received.

Step 7: Save your Application.

Step 8: Submit your Application to schoolnutrition@fultonschools.org by November 1, 2019.

Good Luck!