



Please read before starting the 2009/2010 Cooking Competition for Scholarships Application

You **must** have Adobe Reader version #9 in order to complete ALL ONLINE C-CAP applications. Please visit <http://get.adobe.com/reader/> to download the latest version of Adobe Reader.

If you are unable to complete your application, you **can** save the application to your computer. Please click on file, select 'Save As' and save your document to the location of your choice. If you don't save your incomplete application, you **MUST** begin the entire application again. Once you've completed your online application, please email it to me at ncopeland@ccapinc.org.
****PLEASE REMEMBER TO SAVE YOUR APPLICATIONS, IF YOU DON'T SAVE YOUR INFORMATION- YOU WILL LOSE IT!**

Instructions for submitting documents for 2009/2010 Cooking Competition for Scholarships Application:

Your entire completed application must be submitted by **DECEMBER 2, 2009**. All completed applications must be emailed to ncopeland@ccapinc.org. All related documents that required your Culinary Instructor and/or Parent Signatures **MUST** be **SCANNED** and **EMAILED** to ncopeland@ccapinc.org or **FAXED** to **773-305-0906** before the Application DUE DATE- **DECEMBER 2, 2009**.

Please make sure you print a copy of your **ENTIRE** application for your own records.
****Technology isn't perfect, if I don't receive your email; your backup copy is the ONLY completed copy. Please keep your copy of the application in a safe place****

NO LATE APPLICATIONS WILL BE ACCEPTED!!!!!!!!!!

The following documents must be **SCANNED** and **EMAILED** to ncopeland@ccapinc.org OR **FAXED** to **773-305-0906** by **DECEMBER 2, 2009**:

1. The Application Check-List with your signature, Culinary Instructors Signature and Parent/Guardian signature.
2. Your MOST CURRENT Transcripts
3. All copies of your essay- this includes your draft versions too!! (Your essay should be 350 words)
4. Your completed Letters of Recommendations (remember you **MUST** have 2)
5. Your Media Release form can be e-signed by you (if you are over 18) or your Parent/Guardian (if they are present to e-sign the form) if not, please fax or email me the signed copy.

If you or your parents have any questions, please don't hesitate to call or email me.

Thank you,

Nicola Copeland
C-CAP Chicago, Program Coordinator
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