



**CAREERS THROUGH CULINARY ARTS PROGRAM (C-CAP)
COOKING COMPETITION FOR SCHOLARSHIPS
2011-2012 Application and Instructions**



Congratulations on your decision to apply to the 2011-2012 *C-CAP Cooking Competition for Scholarships*! The C-CAP Competition has helped thousands of students like you achieve their post-secondary and career goals. Last year, C-CAP awarded over 200 scholarships, valued at over \$3 million, to nearly 150 high school students across the country!

The competition application is the first step towards consideration for a C-CAP scholarship. Read the application instructions and follow the directions very carefully. *Incomplete and/or late applications will not be accepted.*

If you have questions about the C-CAP competition, please contact your culinary instructor and/or your local C-CAP Program Coordinator.

Good luck!

Competition Eligibility

Applicants must meet all of the following eligibility requirements in order to compete in the *C-CAP Cooking Competition for Scholarships*:

- Applicant must currently attend a C-CAP approved public high school or after school program
- Applicant must be a Junior or Senior in high school, or must be currently enrolled in a GED program, or must have passed the GED test
- Senior applicants must have taken one (1) culinary course at the C-CAP approved high school or after school program (includes the course you are currently enrolled in), two (2) courses are preferred
- Junior applicants must currently be enrolled in a culinary course
- All GED applicants must have their **GED scores** on or before the date of the final competition
- Applicant must be 21 years old or younger

Competition and Scholarship Overview

The competition application is the first step towards consideration for a C-CAP scholarship. You must be selected to compete in the Preliminary Competition and the Final Competition in order to be eligible for a scholarship from C-CAP.

C-CAP scholarships can **ONLY be used towards post-secondary educations in culinary arts, hospitality, and tourism**. For select scholarships, further restrictions may apply. An up-to-date list of C-CAP scholarships, eligibility requirements, and restrictions can be found on the C-CAP website at <http://www.ccapinc.org/sch-ccap-scholarships.php>.

Competition and scholarships results are determined based on a variety of criteria including:

- **Application** – Includes application form, post-secondary research chart, essay and letters of recommendation
- **Performance** – In the preliminary and final competitions
- **Soft Skills** – Includes attitude, integrity, attendance, ability to meet deadlines, follows instructions and interview skills
- **Scholarship Eligibility Requirements** – Some scholarships have additional eligibility requirements set by the donor or college, these can be found on the C-CAP website
- **Interviews** – In the preliminary competition and final competition
- **Need** – As determined by the FAFSA Student Aid Report (SAR)
- **Applicant's Preferences** – Please note: based on the above criteria, C-CAP may find you best suited for a scholarship to a school *not* listed as one of your preferences.

Application Requirements

Only applicants who submit **1 (one) complete application packet on time** will be considered for the *C-CAP Cooking Competition for Scholarships*. See the checklist for more information.

Senior Competitors – Free Application for Federal Student Aid (FAFSA) Requirement

All senior C-CAP competitors will be required to apply for the *Free Application for Federal Student Aid (FAFSA)*. Special circumstances must be brought to the attention of the local C-CAP Program Coordinator as soon as possible.

Application Guidelines

- Read each question carefully
- Write legibly – if you make a mistake, use white out or start over with a new application
- Complete each section entirely and accurately
- Check the entire application for spelling, grammar and accuracy
- Check that all of your documents are complete and included in your packet
- Make one (1) complete copy of your application to submit to C-CAP
- Staple your documents together when you are finished. Do not submit your application packets in a folder, binder, or cover
- Make one (1) complete copy of your application to keep for your records



2011-2012 C-CAP COMPETITION APPLICATION CHECKLIST

In order to apply for entry into the *C-CAP Cooking Competition for Scholarships*, this checklist must be signed and dated by the applicant, his or her parent/guardian, and the applicant's current culinary teacher. All documents must be complete and submitted on or before the deadline.

Applicant Name _____

Application Deadline _____

SUBMIT ONE COMPLETE COPY of the C-CAP application packet to your local C-CAP coordinator by the due date. Each packet MUST include the following:

- C-CAP Competition Application Checklist
- 2011-2012 Competition Application Form (five pages)
- Personal Essay AND One Draft with Teacher's Corrections
- Letters of Recommendations
 - One (1) letter of recommendation from a culinary teacher
 - One (1) letter of recommendation from the applicant's choice
- Media Release Form
- High School Transcript

Please note: Do not submit your application in binders, folders, or covers. Keep one copy of the application for your records. Late, incomplete, or unsigned applications will NOT be accepted.

By signing this checklist I am stating that all documents included in this application are my original work and/or were completed by the individuals requested per the application instructions. All signatures, letters of recommendation, and transcripts are authentic. The application is complete and accurate and all required documents listed above are included.

Applicant Signature _____

Date _____

By signing this checklist I am stating that, to the best of my knowledge, all documents included in this application are the original work of the applicant and/or were completed by the individuals requested per the application instructions. The application is complete and accurate and all required documents are included.

Parent/Guardian Signature _____

Date _____

Culinary Instructor Signature _____

Date _____

Test Information

	Date Taken		Total Score
GED	_____	WR _____ SS _____ S _____ R _____ M _____	_____
SAT (best scores)	_____	CR _____ M _____ Wr _____ (Es _____)	_____
ACT	_____	E _____ M _____ R _____ SC _____ (Wr _____)	_____
			Act Composite

I have not taken the _____ test, but I plan to take it on _____.

test name mm/dd/yyyy

Activities

(Examples: school café, student government, school publications, drama, art, music, volunteer, clubs, sports, etc.)

Grade Level	Activity, Role, Brief Description	Approximate Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you enlisted or do you plan to enlist in the military (US Army, US Navy, US Airforce, Marine Corps)? Yes No

Post-Secondary Schools

List the post-secondary schools you plan to apply to **in order of preference**. C-CAP strongly encourages you to apply to at least **one community college AND one CUNY or SUNY college**.

Post-Secondary School	Major/ Program of Study	Degree	Status
1.		<input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> Certificate/Diploma	<input type="checkbox"/> Plan to apply <input type="checkbox"/> Already applied <input type="checkbox"/> Accepted
2.		<input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> Certificate/Diploma	<input type="checkbox"/> Plan to apply <input type="checkbox"/> Already applied <input type="checkbox"/> Accepted
3.		<input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> Certificate/Diploma	<input type="checkbox"/> Plan to apply <input type="checkbox"/> Already applied <input type="checkbox"/> Accepted
4.		<input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> Certificate/Diploma	<input type="checkbox"/> Plan to apply <input type="checkbox"/> Already applied <input type="checkbox"/> Accepted
5.		<input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> Certificate/Diploma	<input type="checkbox"/> Plan to apply <input type="checkbox"/> Already applied <input type="checkbox"/> Accepted
6.		<input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> Certificate/Diploma	<input type="checkbox"/> Plan to apply <input type="checkbox"/> Already applied <input type="checkbox"/> Accepted

Information for Financial Aid Evaluation

People living in Your Home (include yourself, parents, relatives, children and siblings; include any siblings in college)

Name	Relationship to you	Date of Birth	Choose one: Married, Separated, Divorced, Never Married, Remarried	Is this person working? If so, indicate occupation	Highest Educational Attainment (Indicate degree type and school if possible)	Check if born in US or its territories	Check if born outside of US and its territories

Of the people listed above, who is/are your custodial parent(s)? _____

Or your court-appointed parent? _____

Is either of your parents (or court-appointed parents) eligible for Post-9/11 GI Bill Benefits? Yes No

Post-Secondary C-CAP Scholarships

Review the available C-CAP scholarships on our website at <http://www.ccapinc.org/s-ccap-scholarships.php>. List the C-CAP scholarships you want to be considered for in order of preference.

C-CAP Scholarship Name	Award Amount	Eligibility Requirements	Are You Eligible?
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No

Post-Secondary Research Chart

Research your **top three school choices and at least one community college**. You can find this information by visiting each college's website or by calling their college admissions offices. Be careful! You may need to do some addition to calculate the cost **PER YEAR** for each expense.

	Community College:	Post Secondary 2:	Post Secondary 3:	Post Secondary 4:
School Name:				
City, State				
Major or program of study you will pursue				
Degree you will pursue				
Cost of Attendance:				
A Tuition (per year)				
B Fees (per year)				
C Room and Board (per year)				
D Meal plan (per year) <small>*If not included with room</small>				
E Books and Supplies** (per year)				
G Travel and Personal Expenses** (per year)				
H Total cost per year (= A+B+C+D+E+F+G)				
I Program Length				
Total Cost of Attendance (=H x I)				
School Characteristics:				
Distance from home	<input type="checkbox"/> Local <input type="checkbox"/> In State <input type="checkbox"/> Out of State	<input type="checkbox"/> Local <input type="checkbox"/> In State <input type="checkbox"/> Out of State	<input type="checkbox"/> Local <input type="checkbox"/> In State <input type="checkbox"/> Out of State	<input type="checkbox"/> Local <input type="checkbox"/> In State <input type="checkbox"/> Out of State
Type of Area	<input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	<input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	<input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	<input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural
Study abroad available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Externship/Internships available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Extracurricular activities available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you cannot find the **book and supply or **travel and personal expenses**, you may use national averages at four-year public colleges as a guide:

Books and Supplies Expenses: \$1,137 per year

Travel Expenses: \$1,073 per year (make your own estimate based on how often you plan to travel and how you will be traveling – subway, bus, car, train, etc.)

Personal Expenses: \$1,989 per year (it may be less if you will be living at home)

Short Answer Questions

What are three characteristics that you are most looking for in a college? Why?

What is your top choice school? Why?

Review your completed Post-Secondary Research Chart. Based on the financial resources available to you (not including a C-CAP scholarship), is your top choice the best fit for you financially? Why or why not?

Would you consider attending a school that is not your top choice? Would you consider attending a school you have not listed on this application? Why or why not?

Free Application for Federal Student Aid (FAFSA)

All **senior** C-CAP competitors are required to apply for the *Free Application for Federal Student Aid* (FAFSA) by the final competition. Check with your local C-CAP Coordinator for a specific deadline.

We highly recommended that applicants apply for the FAFSA *online*. For questions about the FAFSA or for assistance, please contact your high school guidance counselor or college advisor.

After submitting the FAFSA to the Department of Education online, you will receive a *Student Aid Report* (SAR) 2 weeks of your submission. **Senior competitors are required to submit a copy of their Student Aid Report (SAR) to C-CAP on or before the final competition to verify that they applied for FAFSA.**

General Information about the FAFSA:

Why is the FAFSA important?

FAFSA is the most important financial aid form a college student will fill out. It's necessary to complete the FAFSA in order to be eligible for federal, state, and college financial aid – including grants, loans, work study and scholarships. Even some private scholarships (like C-CAP) require students to complete the FAFSA! Some financial aid is first come, first serve so it's best to complete the FAFSA as soon as you can!

What federal aid am I eligible for if I complete the FAFSA?

By completing the FAFSA, you are eligible for grants, loans, and work-study opportunities. The following are the maximum amounts for federal grants and loans for college freshman in 2011-2012 (subject to change for 2012-2013):

Grants (Do not need to pay back)

- Pell Grant: Up to \$5,550
- Educational Opportunity Grant (FSEOG): Up to \$4,000

Loans (Need to pay back with interest)

- Subsidized Stafford Loan: Up to \$3,500 with 3.4% interest rate
- Unsubsidized Stafford Loan: Up to \$5,500 with 6.8% interest rate
- Perkins Loan: \$5,500 with 5% interest rate
- Parent Loan for Undergraduate Students: Up to the total cost of attendance with 7.9 % interest rate

How do I apply for the FAFSA?

The application and instructions will be made available on **January 1, 2012** on the FAFSA website at <http://www.fafsa.ed.gov/>. Applying online is the fastest way to complete and submit the form.

What if I have special circumstances that prevent me from applying for the FAFSA?

If you have special circumstances that prevent you from applying for FAFSA, please contact your local C-CAP Coordinator or C-CAP College Advisor as soon as possible.

What documents do I need in order to complete the FAFSA?

- Your social security number. Be sure it's correct!
- Your driver's license (if you have one)
- Your 2011 Federal Income Tax Return (if you filed or will file one) or your W-2
- Your Parents' 2011 Federal Income Tax Return
- Your current bank statements
- Your alien registration or permanent resident card (if you are not a U.S. citizen)

What happens after I submit the FAFSA?

1. The Department of Education will process your online application and will send a copy of your Student Aid Report (SAR) to your e-mail address within 3 to 14 days. Your SAR will summarize the data you reported on your FAFSA and it will provide an Expected Family Contribution (EFC) amount.
2. Check the SAR carefully and make any corrections or updates online as soon as possible.
3. Keep a copy of your SAR and submit a copy to C-CAP as verification that you applied for your FAFSA.
4. The Department of Education will also send a copy of your SAR to each of the schools you listed on your FAFSA.
5. Contact each school to make sure they received a copy of your SAR from the Department of Education. Your school will use this information to create your financial aid package.

Personal Essay

The personal essay helps us become acquainted with who you are as a person and a student, apart from grades, test scores, and work history. It will also demonstrate your ability to organize your thoughts and express yourself. Please carefully read the essay prompts. Write a clear, creative essay answering one (1) of the topics below. Requirements and guidelines have been provided to assist you.

Choose One (1) Topic:

Topic 1: Imagine you are writing your own autobiography. Tell us about your life – who you are, where you are from, and some of your life experiences. Include a bit about your interest in culinary arts and how you know it is the right career path for you.

– OR –

Topic 2: A role model is a person who serves as an example and is someone you look up to. Imagine you are going to prepare a meal for one of your role models (this could be anyone – a relative, friend, celebrity, chef, etc.).

- Which of your role models would you choose?
- Tell us why this person is your role model. Why do you look up to him or her? How has s/he influenced you? What qualities, skills or achievements does s/he have that you wish to attain?
- Describe what you would prepare for your role model and your reasons for choosing it.

Essay requirements

- 350 words or more
- Typewritten on white, unlined paper
- First name, last name and the date on each page of the essay
- Copy of one (1) handwritten draft corrected by a teacher
- If you applied to the C-CAP competition last year, you must write a completely **NEW** essay

A Good C-CAP Essay Will...

1. **Answer the essay prompt in its entirety** – Choose an essay prompt and make sure you fully respond to the topic or question(s) asked.
2. **Tell us your story** – You can distinguish yourself through your story; your story is unique. Tell us what makes you, you. This is your opportunity to “sell yourself” in the application process, to let us know who you are, where you’ve been and where you’re going.
3. **Be specific** – Give specific examples from your life to support your statements.
4. **Begin with a strong opening paragraph** – The opening paragraph is very important. It will grab the reader's attention or lose it. Concentrate on writing a strong introduction. If writing is not your strength, ask an English teacher to help you.
5. **Be free of grammar and spelling errors** – Type and proofread your essay very carefully. Have an English teacher in your school help you proofread. Spell check does not catch everything!

Letters of Recommendation

A recommendation letter is a written reference that offers information about your character, personality and work ethic. A letter of recommendation helps us to get to know you better through someone who has worked with you in an academic, professional, or personal setting. Each applicant must submit two (2) typewritten letters of recommendation on letterhead.

Both letters of recommendation must be attached to your C-CAP application upon submission. Your letter of recommendations must be typewritten on letterhead by:

1. **Culinary Teacher** – A culinary teacher (preferably the teacher who will train you for competition) who can write about your culinary skills and performance as a student.
2. **Applicant's choice** – A person who can write about your culinary skills, your performance as a student or employee, your work ethic and your character/personality – i.e. employer, mentor, religious advisor, high school guidance counselor, career counselor, coach.

Letters of recommendation will **NOT** be accepted from the following individuals:

- Parent/Guardian
- Friend
- Relative (including, but not limited to: brothers/sisters, cousins, grandparents, uncles, aunts, etc.)
- A C-CAP employee

GUIDELINES FOR RECOMMENDATIONS

Whom to ask

- Ask someone who is reliable and will write positive things about you. Consider their spelling, grammar, punctuation, and writing skills.
- Ask someone who is familiar with you and knows you well enough to include personal anecdotes in the letter.

How and when to ask

- C-CAP has included two forms (see attached) to explain the *C-CAP Cooking Competition for Scholarships* and to help your recommenders write their letters for you. Be sure to give this form to your recommenders.
- If possible, ask in person so you can hand deliver the form. If they have questions you can answer them right away.
- Explain what the recommendation is for and explain why you have chosen him or her to write it.
- Be sure to **give your recommenders at least two weeks** to write the recommendation and return it to you.
- Give them a specific due date that it should be back in your hands.

Letter of Recommendation Guide

CULINARY TEACHER

The *C-CAP Cooking Competition for Scholarships* is an opportunity for culinary-driven public high school students to earn scholarships to study culinary arts and hospitality in college. C-CAP provides awards and scholarships ranging from \$500 to full-tuition. Participants compete in a timed cooking competition that tests their abilities to memorize and follow recipes, work under pressure, and display proper culinary techniques. Award results are based on the participant's performance at competition, letters of recommendation, essays, and transcripts.

Your Name _____

Your Occupation _____

Your Title _____

What is your relationship to the applicant? _____

How long have you known the applicant? _____

Phone Number _____ E-mail Address _____

Signature _____ Date _____

Please provide a typewritten letter of recommendation (preferably on letterhead) that gives a description of the student as a motivated individual who plans to attend a post-secondary institution.

GUIDELINES FOR RECOMMENDATION

- Provide an assessment of the student's personal characteristics, such as attitude, work ethic, motivation, maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, and enthusiasm.
- Tell us about your perception of the student's passion for food and desire for a career in the foodservice and hospitality industry.
- Be specific. Give specific stories or anecdotes about things the person did to give you your impression.
- Include any other information (such as special talents) that will help the C-CAP staff to differentiate him or her from other students.

Please return this form and your letter of recommendation to the student by _____.

Letter of Recommendation Guide

STUDENT'S CHOICE

The *C-CAP Cooking Competition for Scholarships* is an opportunity for culinary-driven public high school students to earn scholarships to study culinary arts and hospitality in college. C-CAP provides awards and scholarships ranging from \$500 to full-tuition. Participants compete in a timed cooking competition that tests their abilities to memorize and follow recipes, work under pressure, and display proper culinary techniques. Award results are based on the participant's performance at competition, letters of recommendation, essays, and transcripts.

Your Name _____

Your Occupation _____

Your Title _____

What is your relationship to the applicant? _____

How long have you known the applicant? _____

Phone Number _____ E-mail Address _____

Signature _____ Date _____

Please provide a typewritten letter of recommendation (preferably on letterhead) that gives a description of the student as a motivated individual who plans to attend a post-secondary institution.

GUIDELINES FOR RECOMMENDATION

- Provide an assessment of the student's personal characteristics, such as attitude, work ethic, motivation, maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, and enthusiasm.
- Tell us about your perception of the student's passion for food and desire for a career in the foodservice and hospitality industry.
- Be specific. Give specific stories or anecdotes about things the person did to give you your impression.
- Include any other information (such as special talents) that will help the C-CAP staff to differentiate him or her from other students.

Please return this form and your letter of recommendation to the student by _____.

STUDENT MEDIA RELEASE



C·CAP

Careers through
Culinary Arts Program

STUDENT'S NAME (Please Print)

I hereby give absolute and irrevocable permission to C-CAP to make the information contained in the C-CAP student profile form, student essay, as well as the name, voice, and/or likeness of the student named above, available to the media for the purposes of publicizing and promoting C-CAP programs. I understand that this information, and any photos or video or other recordings taken by C-CAP or the media, or portions thereof, may appear in various media which may include, *but is not limited to*, print, internet, other digital media, television, and/or cable.

I further understand that participation is voluntary and without compensation. I hereby release C-CAP, the schools at which events are held, photographers, videographers and interviewers from any future claims, as well as from any liability arising from the use of said information, photography and/or videography.

- YES – I give permission to C-CAP as explained above.
- NO – I do NOT give permission.

PARENT/GUARDIAN SIGNATURE (or student signature, if over 18)

PRINTED PARENT/GUARDIAN NAME

DATE SIGNED