



2011-2012 Teacher's Guide

C-CAP Cooking Competition for Scholarships



Arizona
Chicago, IL
Hampton Roads, VA
Los Angeles, CA
New York, NY
Philadelphia, PA
Prince George's County, MD

Founder's Vision and President's Message for Teachers

When C-CAP was started over twenty years ago, little did we know that together we would change the lives of thousands of students. We know the challenges you face daily in the classroom, particularly in today's tough environment where school budgets are being slashed and valuable programs are being cut. We applaud your steadfast commitment to developing your own professional skills and to preparing your students for post-secondary education and employment in the foodservice industry. We are very proud of what you and C-CAP have accomplished.

As we start our 22nd year, you continue to be the cornerstone of C-CAP's success and your students' progress and achievements. C-CAP's 2011-12 programming for teachers and students will include:

- Teacher Training
- Product Donations
- Professional Visitors to Classrooms
- Competitions & Scholarships
- College & Career Guidance
- Job Readiness & Placement

The Teacher's Guide has been updated for 2011-2012. Please note that competition details, judging criteria and competition recipes are written with clear, easy-to-understand directions to eliminate any ambiguity when training students. Also, in response to your feedback and that of the 2011 senior competitors, we have made changes to the *2011-2012 C-CAP Cooking Competition for Scholarships* application. Please become familiar with the 2011-2012 application so you can assist your students. Contact your local C-CAP coordinator or director if you have questions.

We continue to underscore the importance and value of teaching students to master the basic skills needed for entry-level employment and professional achievement. Many of these skills are reflected in the annual *C-CAP Cooking Competition for Scholarships* and all are outlined in detail in *C-CAP Approved: A Curriculum Outline of Essential Culinary Arts Skills*. If your students have mastered the skills outlined in *C-CAP Approved* by the time they graduate, they will indeed be ready to work in the industry and/or to enroll in a post-secondary culinary program.

As always, we remain committed to our mission of providing career opportunities for students and to you as vital partners in improving high school culinary education. We're available to offer training based on your specific needs. Please be in touch and let us know how we can assist. Even though the economic times remain difficult, all of us at C-CAP look forward to a great year.

Susan Robbins
President

Richard Grausman
Founder and Chairman

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About C-CAP

Our Mission

Careers through Culinary Arts Program (C-CAP) is a 501 (c) (3) not-for-profit organization that promotes and provides foodservice career opportunities for underserved youth through culinary arts education and employment.

The C-CAP Partnership

Many underserved public high school students leave high school unprepared for the transition from school to work. Careers through Culinary Arts Program (C-CAP) addresses this pressing problem by using the culinary arts to prepare public high school young people for successful transition from school to work. We do this by:

- Training students in the hard and soft skills valued by the 21st century workforce through vocational training and curriculum enhancement programs
- Enhancing our teachers' and young people's social capital by connecting them to individuals and organizations, such as industry and post secondary institutions, that allow them an opportunity to practice, develop, and improve upon their hard and soft skills.

Heading into its 22nd year, C-CAP has a proven track record of helping teachers to empower their students to learn a set of skills that they can parlay into a rewarding career.

Teachers' Participation with C-CAP

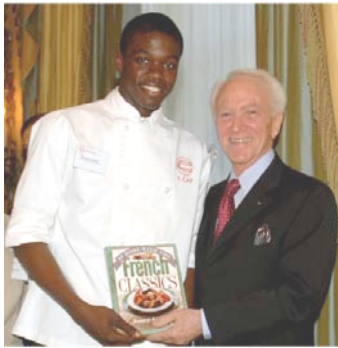
1. **Referring** motivated and qualified students to your local C-CAP Coordinator for college and career counseling and other programs.
2. **Preparing** your students for the C-CAP *Cooking Competition for Scholarships*.
3. **Attending** free training sessions, meetings, and special events.
4. **Providing** the C-CAP office with statistical information about your school and students for grant proposals.
5. **Writing** thank-you notes to the sponsors and volunteers who make C-CAP programs possible and encouraging your students to do the same.



Careers through
Culinary Arts Program

C-CAP NATIONAL FACT SHEET

About C-CAP



Careers through Culinary Arts Program (C-CAP) works with public schools across the country to prepare underserved high school students for college and career opportunities in the restaurant and hospitality industry.

A national nonprofit organization founded in 1990 by well-known culinary educator and author, Richard Grausman, C-CAP has awarded students \$34 million in scholarships and donated \$2.7 million worth of supplies and equipment to classrooms. Many C-CAP alumni, now graduates of top culinary colleges, are working in leading restaurants and hotels throughout the country.

Programs



Teacher Training: Professional-development sessions build culinary teachers' skills and knowledge to enhance student learning and performance outcomes.

Scholarships and Cooking Competitions: Each year, our students compete in C-CAP cooking contests for scholarships to culinary colleges and universities that offer a broad range of culinary arts and hospitality-management courses.

Job Training, Internships and Career Advising: Job-readiness training, job shadowing and internships prepare C-CAP students for entry-level jobs in restaurants, hotels, schools, hospitals and other major foodservice venues. Continued counseling alerts the students to job opportunities and helps our alumni advance their careers.



College Advising and College 101: College and career advisors work with our scholarship winners to ensure their success at school and in the industry.

Product Donations: Industry sponsors furnish under-equipped and under-stocked classrooms with much-needed kitchen equipment and ingredients.

C-CAP operates in the following locations:

- Arizona (statewide)
- Chicago, Illinois
- Hampton Roads, Virginia
- Los Angeles, California
- New York, New York
- Philadelphia, Pennsylvania
- Prince George's County, Maryland

2010-11 Academic Year-End Results



Students served: 18,640
Schools served: 176
Teachers served: 235
Scholarships: over 200
Scholarship value: over \$3 million

Industry professionals working with C-CAP: 600
Students receiving career and college advising services: 1,250
Product Donations: \$136,580

Learn more about C-CAP and support our work to level the playing field for talented but economically disadvantaged students, by visiting www.ccapinc.org or emailing info@ccapinc.org. President: Susan Robbins, 212-974-7111 ext.19 or srobbins@ccapinc.org. Press Contact: Joyce Appelman, 516-482-1016 or greatappel@aol.com

C-CAP Programs

Teacher Training – C-CAP provides innovative training sessions and opportunities for public high school teachers. The teachers, in turn, prepare their students with a well-rounded culinary education. Keeping the skill levels of the teachers up-to-date with a focus on the needs of the industry is key to culinary arts education.

Food and Equipment Donations – C-CAP secures in-kind donations of food, kitchen equipment, and supplies for public school culinary classrooms.

Scholarships – Through annual culinary competitions, C-CAP awards scholarships for students to continue their education at top post-secondary culinary schools, including Culinary Institute of America, The International Culinary Schools at the Art Institutes, Johnson & Wales, Le Cordon Bleu Schools North America, Monroe College and New England Culinary Institute.

College and Career Advising – C-CAP staff provides long-term support to students by identifying appropriate post-secondary options, assisting with admissions and financial aid procedures, and hosting targeted career-building workshops. In addition, C-CAP connects new students to an extensive network of graduates and culinary professionals.

Internships – C-CAP provides internship placement services for participants to experience realistic and demanding industry work and to prepare them for full-time jobs or post-secondary education.

Job Placement – C-CAP helps to assess and match students with appropriate positions in restaurants, hotels and commercial foodservice companies. C-CAP serves as a useful resource for employers, who in turn open doors for our students.

2011-2012 C-CAP Teacher and Student Benefits

As a C-CAP teacher participant, your school and your students are eligible for the products and services listed below. In order to receive these benefits, you are asked to comply with the terms listed in the **2011-2012 C-CAP Teacher Contract** that you are required to complete and submit to your local C-CAP coordinator/director.

C-CAP TEACHER BENEFITS

1. Ingredients, products and equipment donated by various C-CAP sponsors.
2. Professional development trainings and courses to enhance your knowledge of the industry and further develop classroom and culinary skills.
3. One-on-one advising and technical assistance from C-CAP staff to improve and/or enhance your program.
4. Invitations to C-CAP and industry events to network with industry professionals, culinary school faculty, and culinary teachers from local high schools.
5. Advocacy within your local Department of Education in support of Career and Technical Education, specifically in Culinary Arts.
6. Support services for your classroom needs on a case-by-case basis.

C-CAP STUDENT BENEFITS

Students taking a culinary course under your direction will receive the following benefits:

1. Students will be eligible to apply to participate in C-CAP programs and services, including but not limited to: job shadows, demonstrations, job training and internships, winter and summer chefs, workshops and ongoing college and career advising.
2. Students will be better prepared for the industry and culinary school through their participation in C-CAP programs and services.
3. Students will be eligible to apply to compete in the *2011-12 C-CAP Cooking Competition for Scholarships*.

As a direct result of your training and guidance, students will be eligible to win partial and full-tuition scholarships to attend a post-secondary culinary institution.

NOTE: You are required to submit a completed and signed copy of the 2011-2012 C-CAP Teacher Contract, on pg 49. Please send a copy to your local C-CAP coordinator/director and keep one copy for your records.

C-CAP Cooking Competition for Scholarships

Purpose

The *C-CAP Cooking Competition for Scholarships* is **not** a recipe competition. Rather, C-CAP views the purpose of the competition as:

1. A “carrot” to motivate students to practice and perfect the basic culinary techniques and soft skills they need to succeed in college and in the food service industry
2. A means to help students reach their education and career goals by providing financial assistance

You, the teacher, play an essential role by training your students for the competition.

Application Process

As a C-CAP culinary teacher, you are responsible for:

- **Identifying** and **Selecting** students who are interested in participating in the *C-CAP Cooking Competition for Scholarships*
- **Distributing** a copy of the *C-CAP Cooking Competition for Scholarships* application to each of your interested students
- **Assisting** your students with the Competition Application requirements
- **Reviewing** each application before it is submitted to the local C-CAP Coordinator
- **Signing** each applicant’s application checklist

Juniors and seniors who wish to compete must submit all application forms and all required documents to the local C-CAP Coordinator by the designated due date.

Each applicant must submit 2 (two) complete copies of the *C-CAP Cooking Competition for Scholarships* application. All application forms and instructions are located in this guide. Please make copies of these documents as needed and distribute them to your students. Teachers and students may also download a copy of the application on the C-CAP website at www.ccapinc.org. On the C-CAP homepage, click on your C-CAP location and then click the applications/download tab.

PLEASE NOTE: all competition application forms have been updated. We will not accept outdated forms.

Selection Process

Acceptance into the Preliminary Competition

Applicants are chosen based on the following criteria:

- **Application** – Includes application form, post-secondary research chart, essay and letters of recommendation. Must be complete and on-time.
- **Attendance** at all mandatory C-CAP pre-competition events (for select C-CAP locations).
- **Soft Skills** – Includes attitude, integrity, attendance, ability to meet deadlines and follow instructions.

Acceptance into the Final Competition

Final competitors (seniors only) are chosen based on the following criteria:

- **Application** – Includes application form, post-secondary research chart, essay and letters of recommendation.
- **Performance** – In the preliminary competition.
- **Soft Skills** – Includes attitude, integrity, attendance, ability to meet deadlines and follow instructions, and interview skills.
- **Interviews** – In the preliminary competition (for select C-CAP locations).

Note: Given the selection criteria, some schools may have more final competitors than others.

Scholarship & Awards Matching Criteria

Final competitors are matched with scholarship awards based on the following considerations:

- **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 and follow instructions, and interview skills.
- **Scholarship Eligibility Requirements** – Some scholarships have additional eligibility requirements (i.e. GPA 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 a student best suited for a scholarship to a school not listed as one of his or her preferences.

Preliminary Competition Overview

- Your local C-CAP Coordinator will notify you and your students whether or not the student has been accepted into the preliminary competition.
- You, the teacher, will be responsible for preparing students for the preliminary competition, including knife skills and proper egg cookery.
- Preliminary Recipes and Judging Criteria have been provided in this guide to assist you. Please refer to the *Recipe* and *Judging* sections of this guide.
- Contact your local coordinator with questions or assistance with training your competitors.
- The Preliminary Competition will be followed by a short interview with each competitor (for select C-CAP locations).

Final Competition Overview

- Your local C-CAP Coordinator will notify you and your students whether or not they have been accepted into the final competition.
- You, the teacher, will be responsible for preparing students for the final competition.
- Final Recipes and Judging Criteria have been provided in this guide to assist you. Please refer to the *Recipe* and *Judging* sections of this guide.
- C-CAP will offer one practice session for the finalists. **Students who do not attend the Mandatory Final Competition Practice will not be eligible to compete in the Final Competition.**
- The Final Competition will be followed by a short interview with each competitor. Interview questions will be provided in advance; please prepare students for the interview.

Scholarship Awards

- An up-to-date list of C-CAP scholarships can be found on the C-CAP website at <http://www.ccapinc.org/sch-ccap-scholarships.php>.
- Some scholarships have additional eligibility requirements (i.e. GPA requirements) set by the donor or college, these can be found on the C-CAP website.
- C-CAP reserves the right to award scholarships as deemed appropriate; C-CAP may find students best suited for a scholarship to a school not listed as one of the student's preferences.
- Scholarship awards will be announced at the C-CAP Awards Ceremony. Your local C-CAP coordinator will notify you and the final competitors about the details of the C-CAP Awards Ceremony in your city.

Frequently Asked Questions about the Competition

Answers provided by Richard Grausman, Founder and Chairman of C-CAP

1. Why are the students required to make a French omelet for the Preliminary Competition?

RG: The French omelet requires several skills to execute the dish well. It takes practice, coordination, attention to detail, and speed to be made correctly. Being able to make a French omelet well, shows a student's potential to learn more complicated techniques.

2. Why are the students required to show mastery of a variety of vegetable cuts in the Preliminary Competition?

RG: Knife skills are one of the most important skills for success in the industry. It takes a great deal of practice to be able to safely handle a knife with speed and confidence. If a student is comfortable and works safely with a knife, it shows that the student has repeated the skill many times to perfect it; this is a key to success in the industry.

3. Why are the students required to tourné the potatoes in the Final Competition?

RG: Many teachers and industry professionals have asked why we have students tourné vegetables when this cut is so infrequently used in the industry these days. Like the knife skills exercise in the Preliminary, in order to tourné well, the student must practice repeatedly. To master a difficult cut takes determination, discipline and patience, as well as basic coordination. These are necessary attributes and skills for success in the foodservice industry.

4. Why are the students required to make chocolate sauce over direct heat and not with a bain marie?

RG: Chocolate has a reputation of being difficult to work with, and it has a lot of do's and don'ts associated with it. Many teachers, chefs, and students have been taught to melt chocolate over a *bain marie* and never to add water. As a result, they are suspect of this method of placing chocolate and water directly over the heat source. Understanding that chocolate and water, if in the proper proportions, can be placed, without fear, over direct heat to melt, and even boil is something I like to teach. Plus, it's quick and economical.

5. Why are the students required to memorize the recipes?

RG: Memorizing recipes give students confidence, allows them to perform quickly, and forces them to focus on the process and techniques, rather than individual steps and ingredients. In addition, the repetition necessary to memorize gives students familiarity and confidence, both of which are important to exhibit to the judges. Memorization is also a process of learning that students can show they mastered. Finally, reading recipes while preparing dishes is not the professional industry standard.

C-CAP Preliminary Competition

2011-2012 C-CAP PRELIMINARY COMPETITION DETAILS

Students will be asked to:

- Prepare a French Rolled Omelet, and a Tomato, Cucumber and Bell Pepper Salad. Recipes follow.
- Demonstrate knife cuts requested by the C-CAP Coordinator.
- Complete omelet, salad and knife cuts within a 1-hour time limit.
- Prepare two plates of each dish – one for presentation and one for tasting.
- Memorize the recipes; notes are not allowed.
- Clean his or her work area and equipment during and following the competition.

Students will be judged on:

- Knife skills and cooking techniques.
- Taste, appearance, and preparation of recipes.
- Knowledge and execution of safe and sanitary kitchen procedures.
- Maintenance of a clean and orderly station throughout the competition.
- Organization and speed.
- Poise and confidence in the kitchen, ability to handle (routine) pressure and maintain a positive attitude.
- Application – includes application form, post-secondary research chart, essay and letters of recommendation.
- Attendance at any mandatory C-CAP pre-competition events (for select C-CAP locations)
- Soft Skills – includes attitude, integrity, attendance, ability to meet deadlines and follow instructions.
- Interviews – in the preliminary competition (for select locations)

Please refer to the C-CAP Judging Criteria for further details.

Dress Code:

- Clean and pressed white chef's jacket
- Chef pants or black pants
- Apron and side towels
- Rubber-soled, non-skid shoes – preferably black
- Pillbox hat, White chef toque or hat provided by C-CAP
- Neat hair, pulled back if it is long
- Minimal make-up and short, clean nails – no artificial nails or nail polish
- No jewelry (rings, bracelets, earrings, facial piercings or tongue studs)
- No chewing gum
- No cell phones, iPods, MP3 players, or other electronic devices

What Competitors bring to the Competition:

- As an example, please refer to the [Preliminary Competition Prep Sheet](#).

2011-2012 C-CAP PRELIMINARY JUDGING CRITERIA

The information below is what we give to the judges before the competition. Please make sure you review this material and are aware of what the judges are looking for as they observe you.

Knife Skills

1. Is the correct knife being used?
2. Are proper cutting motions evident?
3. Is the knife held with proper hand technique?
4. Are knives kept sharp?

Uniformity of Cuts

1. Are the knife cuts consistent in size and shape?
2. Are the correct knife cut sizes presented as instructed?

Proper Use of Tools

1. Is the competitor using the right tool for the task?
2. Does the competitor have all of the required tools or did he/she forget something?

Speed / Confidence

1. Is there a logical progression of jobs? Are smooth transitions made from one job to the next step?
2. Are items properly timed? For example, is the omelet done and not being plated?
3. Is mise en place assembled correctly? For example, student is not cooking at stove then running back to table to cut an ingredient required for the dish.
4. Does the competitor finish within the allotted time? Record in the notes, if students do not finish on time. For example: Late - finished 3 minutes after time was called.

Professionalism

1. Does the competitor have the proper uniform? (a clean and pressed chef coat, clean apron, black or checkered pants, rubber-soled shoes, no visible jewelry, short clean nails - no nail polish, hair pulled back completely.)
2. During the competition, does the competitor maintain a relatively clean chef coat – no excessive spots or stains?
3. Is the competitor able to answer questions/take suggestions from the judges? Does the competitor respond politely to the judges?
4. Does the competitor work in their station and cooperate with other competitors working in the same space?
5. Does the competitor avoid cursing or using inappropriate language?
6. Does the competitor use courtesy with a hot pan or knife when near other competitors? For example, does he or she say, “hot pan behind you.”

Organization

1. Is the workspace kept clear of non-essentials? For example, is a knife that is not being used lying across a cutting board?
2. Is the workspace cluttered or organized?
3. Is the set-up of the workspace sensible?
4. Does the competitor work systematically, on one job at a time?
5. Are the tools, knives, garbage, edible waste and equipment storage well-organized?

Safety/Sanitation

1. Is the competitor washing his/her hands?
2. Is food being handled properly?
3. Is the table free from debris?
4. Are floor spills attended to quickly?
5. Are cutting boards kept scrupulously clean?
6. Are areas kept sanitized to avoid possible cross contamination, particularly when switching from meat to vegetable or dairy?
7. Are side towels used correctly? Or incorrectly? For example, is a towel used to wipe debris off a table and then used to wipe a knife or a plate?
8. Does the competitor leave the kitchen as clean as he or she found it?

Omelet Presentation

1. Is the technique cited in the recipe adhered to? For example, the omelet should have no color; it should be smooth and not wrinkly.
2. Is it presented appropriately, easy to eat, and pleasing to the eye?

Omelet Taste

1. Is there evidence of using proper cooking techniques and skills?
2. Is the omelet cooked to the correct doneness? (it should be moist inside)
3. Does the dish have the correct flavor, taste, and texture?
4. Does the dish portray a high level of skill and exactness?
5. Is all the hot food hot?

Salad Presentation

1. Is it presented appropriately, easy to eat, and pleasing to the eye?
2. Do the cucumber slices appear even?
3. Are the cuts uniform?
4. Is there pooling of vinaigrette on the plate? (the salad should be drained properly)
5. Does the salad stay molded?

Salad Taste

1. Is there evidence of using proper techniques and skills?
2. Does the dish have the correct flavor, taste, and texture?
3. Does the dish portray a high level of skill and exactness?
4. Is there a balance of flavor in the vinaigrette, not too salty, oily, etc.?
5. Are the cuts the right size and easy to eat?
6. Is the dressing the right consistency? Is it too thick or thin?

Potential for the Industry

This category is the hardest one. It is an overall judgment call based on what the judge saw of the competitor in competition. The judge scores and writes a comment as to how well he/she thinks the competitor would do working as a food professional or going to culinary school.

Notes Section

This is for the judge to write whatever comments necessary. For example, if the judge gives a score of 3 out of 10 on knife skills, he/she will provide an explanation such as the competitor was not using the correct cutting technique and not using the correct knife. Or if the judge gives a 5 out of 10 in professionalism, he/she will provide a reason such as, “the competitor was wearing a wrinkled jacket and jeans.”

Judging Criteria Regarding Glove Usage:

Hand-washing is the most critical aspect of personal hygiene.

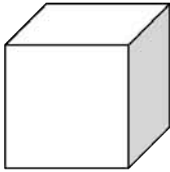
Competitors must comply with local area regulations regarding bare-hand contact with ready-to-eat food. If your local jurisdiction does not allow bare-hand contact with ready-to-eat food, then you must use utensils or gloves to create a barrier between ready-to-eat food and your hands.

Check your local area requirements or contact your local C-CAP coordinator.

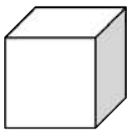
Hand antiseptics, if used, must be used after proper hand washing – never in place of washing hands. Once antiseptic is applied, sanitizer must be dried prior to working with food or equipment.

2011-2012 C-CAP PRELIMINARY COMPETITION RECIPES

Knife Cuts - Competitors should know all of these classic knife cuts. Students may have to prepare additional cuts during the competition in addition to the salad. The cuts will not be announced until day of the Preliminary Competition.



Large Dice – $3/4'' \times 3/4'' \times 3/4''$



Medium Dice – $1/2'' \times 1/2'' \times 1/2''$



Small Dice – $1/4'' \times 1/4'' \times 1/4''$



Brunoise – $1/8'' \times 1/8'' \times 1/8''$



Bâtonnet – $1/4'' \times 1/4'' \times 2''$



From Bâtonnet we get Small Dice



Julienne – $1/8'' \times 1/8'' \times 2''$



From Julienne we get Brunoise



Fine Julienne – $1/16'' \times 1/16'' \times 2''$

From Fine Julienne we get Fine Brunoise *not shown



Tourné (turned) – 7 Sides – $3/4''$ width x $2''$ length

PRELIMINARY COMPETITION RECIPE #1

French Omelet (see p. 41-43, *At Home With The French Classics*)

Yield: 1 portion

INGREDIENTS

2 eggs**
1 to 2 tsp of clarified butter
tt salt and pepper

PROCEDURE

1. In a bowl, beat the eggs with a small whisk or fork, the more air you incorporate the fluffier and lighter the omelet will be. Season with salt and pepper.
2. Heat a nonstick omelet pan* over medium-high heat.
3. Add the clarified butter.
4. Add the egg mixture to the pan and start rapidly stirring with a heatproof spatula while gently shaking the pan at the same time.
5. When the eggs are nearly set but with a little moist egg still remaining, stop stirring and shaking the pan for a couple of seconds, making sure that the bottom of the pan is completely covered by the egg.
6. At this point the eggs should be set, yet still moist with no color. Stop shaking the pan and allow the bottom of the omelet to firm slightly, 4 to 5 seconds.
7. Fold the omelet into thirds by lifting the handle and tilting the pan at a 30-degree angle. With the spatula, fold the portion of the omelet nearest the handle toward the center of the pan.
8. Gently push the omelet forward in the pan so the unfolded portion rises up the side of the pan. Using the spatula, fold this portion back into the pan, overlapping the first fold.
9. Turn the omelet out onto a serving plate so it ends up folded side down. Traditionally, a French omelet should not have any color.
10. Serve immediately.

* Bottom cooking surface of pan should measure approximately 6" diameter.

** **NOTE:** Check with your local C-CAP coordinator, some locations may use a large pan with the bottom measuring 8-9 inches. If using a large pan, use 3 eggs to make the omelet. **To ensure fairness in judging, all competitors at a single location must use the same size pan.**

PRELIMINARY COMPETITION RECIPE #2

Tomato, Cucumber & Bell Pepper Salad

Yield: 2 portions

INGREDIENTS

1 whole tomato; peeled, seeded, small dice
1/2 English cucumber (preferred); peeled, seeded and small dice
1/2 English cucumber (preferred); thinly sliced
1/4 red bell pepper, small dice
1/4 yellow bell pepper; small dice
1/4 red onion; small dice
1/4 jicama; small dice (if available)
Cilantro sprigs for garnish

Vinaigrette:

2 Tbs fresh lime juice
1/4 cup rice wine vinegar
1/4 cup olive oil (approximate, you may not use all the oil)
1 tsp rough chopped cilantro
tt sugar (1/2 tsp to 1 tsp, just enough to balance out the acid)
tt salt and pepper

PROCEDURE

1. In a bowl, add lime juice and rice vinegar. Incorporate the olive oil slowly, whisking vigorously until emulsified. Add minced cilantro and season. Remember to taste and readjust seasoning if necessary.
2. In a separate bowl, combine all the diced vegetables* and toss with a small amount of the vinaigrette, use enough to coat the vegetables. Do not overdress the salad.
3. Season with sugar, salt and pepper. Taste and readjust seasoning, if necessary.
4. Arrange the thinly sliced cucumbers in a lightly oiled ring mold (2" deep, 3" round), on a large plate.
5. Drain the vegetables of any extra vinaigrette, preferably with a small sieve.
6. Fill the ring mold lined with cucumbers with the drained vegetables.
7. Unmold the salad and garnish with cilantro sprigs.

* Size of whole ingredients, prior to cutting, will vary. Competitors must judge the proper proportions of ingredients to use; in order, to create a delicious tasting salad. This will require practice and tasting your salads.

2011-2012 C-CAP PRELIMINARY COMPETITION HELPFUL HINTS

Organization and Practicing

1. You should be able to prepare two French Omelets; two Tomato, Cucumber and Bell Pepper Salads; and demonstrate the knife cuts selected by your area coordinator in 1 hour. Practice all the recipes the entire way through until you are able to complete everything within the allotted timeframe.
2. You should write a prep list and action plan, to avoid confusion while competing. The best time to do this is when you are practicing – from the time you step into the kitchen, until you are finished plating and cleaning up – as an example, refer to the [Sample Timeline for the Preliminary Competition](#).
3. Keep your presentations simple – focus on perfecting your knife skills, your organization and your cooking techniques. Decide on your presentation during practice, not at the competition.
4. Wash your hands! Hand washing is the most critical aspect of personal hygiene. Competitors must abide by the sanitation and food handling regulations of your local area. Use gloves or utensils when handling ready-to-eat food if your local jurisdiction does not allow bare-hand contact with ready-to-eat food.

Knife Cuts

1. Practice all of the knife cuts shown on the Knife Cuts page.
2. Use potatoes, onions, carrots, and bell peppers to practice all of the cuts.
3. Use potatoes to practice the tourné.
4. Always use a sharp knife and proper cutting techniques.

French Omelet

1. Practice, practice, practice – it's the only way that you will be able to make this omelet confidently and competently at competition.
2. Do not use too much butter; it will make your omelet greasy.
3. When you make the omelet on a commercial stove that you may not have practiced on, make sure to lower the flame and test it out.
4. Use a small heatproof rubber spatula to make the omelet.
5. Whip the eggs briskly with a fork or whisk, in a bowl, to create airiness in the omelet.
6. The finished omelet should be smooth with no bumps or wrinkles. It should also have no color.
7. Remember to maintain high level of sanitation when handling whole eggs, raw eggs and discarded egg shells.

Salad

1. Make sure that you taste the salad; the salad should be flavorful.
2. Make sure that you drain the salad properly. If you unmold the salad and there is pooling of your vinaigrette, you have not strained the salad properly.
3. Keep your knife sharp for the cucumber slices.

PRELIMINARY COMPETITION PREP SHEET

Equipment List	Check	Need
Knife Kit: Paring Knife, Chef Knife and Steel		
Nonstick omelet pan (bottom of pan measures 6")		
Tongs or slotted spoon for tomatoes		
Containers for prepped vegetables and herbs		
Bowl to whip eggs		
Fork to whip eggs in bowl		
Whisk to make vinaigrette		
Bowl to make vinaigrette		
Bowl to put prepped vegetables in for salad		
Spoon to mix salad		
Small strainer for salad		
3" ring mold, 2" high		
Small heat-resistant spatula to make omelet in pan		
Small ladle or spoon for vinaigrette		
Peeler for vegetables		
Measuring spoons/cups		
* Note: if you wash during the competition, you may need less equipment. This list is an example, you may require additional equipment or small wares not listed.		
Uniform		
Apron and side towels – student must provide		
Chef coat – pressed and clean		
Black or checked pants (NO JEANS)		
Rubber-soled shoes (preferably black)		
Pillbox hat or Chef's hat		
C-CAP Provides		
C-CAP Chef coat		
1 cutting board		
Pot for blanching tomatoes		
Ice for blanched tomatoes		
One burner per competitor		
Tasting spoons/forks		
Plates for presentation		
Paper towels/cheese cloth for cleaning		
All ingredients		
Plastic wrap		
Garbage bins		

Above is an example of a prep list for Preliminary Competition.

SAMPLE TIMELINE FOR PRELIMINARY COMPETITON

Check	Task
	Night Before
	Organize all tools/equipment. Put equipment in the order you are going to use it.
	Know where the competition is and what time you need to be there.
	Day of Competition
	Arrive early.
	Make sure to have all tools, equipment, and required uniform.
	Competition
	Set up, you will have ten minutes. Use time wisely.
	Set tools/equipment down.
	Wash hands.
	Make sure all the equipment is at your station.
	Make sure all ingredients are at your station.
	Know where you should put garbage.
	Know where gloves are, if you need them.
	Know where the seasoning is- salt, pepper.
	Know where paper towels are if you need to wipe your plate.
	Know what sink you can use for hand washing.
	Know where the pot is for blanching the tomatoes.
	Know where you can cook/use the oven/refrigerator if necessary.
	Know where the sanitizer bucket is.
	Put only the equipment you need on your station. Take off anything that is not necessary.
	Salad
	Wash vegetables.
	Prep vegetable cuts.
	Wipe down cutting board if necessary and wipe down station with sanitizer.
	Be aware of your space- keep it clutter free.
	Omelet
	Crack eggs and wash hands. Beat eggs in bowl. Bring ingredient and equipment mis en place to stove. Heat pan.

Above is an example of a timeline. Write and plan your own timeline.

C-CAP Final Competition

2011-2012 C-CAP FINAL COMPETITION DETAILS

Students will be asked to:

- Prepare Poulet Chasseur avec Pommes Château (Hunter's Chicken with Turned, Sautéed Potatoes) & Crêpes à la Crème Pâtissière avec une Sauce au Chocolat (Dessert Crêpes with Pastry Cream and Chocolate Sauce) within a 2-hour time limit. Recipes follow.
- Prepare two plates of each dish – one for presentation and one for tasting.
- Memorize the recipes; notes are not allowed.
- Clean his or her work area and equipment during and following the competition.

Students will be judged on:

- Knife skills and cooking techniques.
- Taste, appearance, and preparation of recipes.
- Knowledge and execution of safe and sanitary kitchen procedures.
- Maintenance of a clean and orderly station throughout the competition.
- Organization and speed.
- Poise and confidence in the kitchen, ability to handle (routine) pressure and maintain a positive attitude.
- Application – includes application form, post-secondary research chart, essay and letters of recommendation.
- Performance – in the preliminary competition.
- Attendance at any mandatory C-CAP final events (for select locations).
- Soft Skills – includes attitude, integrity, attendance, ability to meet deadlines and follow instructions, interview skills.
- Personal Interviews.

Please refer to the C-CAP Final Judging Criteria for further details.

Dress Code:

- Clean and pressed white chef's jacket
- Chef pants or black pants
- Apron and side towels
- Rubber-soled, non-skid shoes – preferably black
- Pillbox hat, White chef toque or hat provided by C-CAP
- Neat hair, pulled back if it is long
- Minimal make-up and short, clean nails – no artificial nails or nail polish
- No jewelry (rings, bracelets, earrings, facial piercings or tongue studs)
- No chewing gum
- No cell phones, iPods, MP3 players, or other electronic devices

What Competitors bring to the Competition:

- As an example, please refer to the [Final Competition Prep Sheet](#) or ask your teacher or local C-CAP Coordinator.

C-CAP FINAL JUDGING CRITERIA

The information below is what we give to the judges before the competition. Please make sure you review this material and are aware of what the judges are looking for as they observe you.

Knife Skills

1. Is the correct knife being used?
2. Are proper cutting motions evident?
3. Is the knife held with proper hand technique?
4. Are knives kept sharp?

Uniformity of Cuts

1. Are the knife cuts consistent and the correct size?
2. Are the tournés uniform?

Proper Use of Tools

1. Is the competitor using the right tool for the task?
2. Does the competitor have all of the required tools or did she/he forget something?

Speed / Confidence

1. Is there a logical progression of jobs? For example, does the competitor mince garlic then cut strawberries? Are smooth transitions made from one job to another?
2. Are items properly timed? For example, chicken should not be finished when the potatoes or sauce is not done yet.
3. Is mise en place assembled correctly? For example, student is not cooking at stove then running back to table to cut an ingredient required for the dish.
4. Does the competitor finish within the allotted time? Record in the notes, if student does not finish on time. For example: Late - finished 3 minutes after time was called.

Professionalism

1. Does the competitor have the proper uniform? (a clean and pressed chef coat, clean apron, black or checkered pants, rubber-soled shoes, no visible jewelry, short clean nails - no nail polish, hair pulled back completely.)
2. During the competition, does the competitor maintain a relatively clean chef coat – no excessive spots or stains?
3. Is the competitor able to answer questions/take suggestions from the judges? Does the competitor respond politely to the judges?
4. Does the competitor work in their station and cooperate with other competitors working in the same space?
5. Does the competitor avoid cursing or using inappropriate language?
6. Does the competitor use courtesy with a hot pan or knife when near other competitors? For example, does he or she say, “hot pan behind you.”

Organization

1. Is the workspace kept clear of nonessentials? For example, is a knife that is not being used lying across a cutting board?
2. Is the workspace cluttered or organized?
3. Is the setup of the workspace sensible?
4. Does the competitor work systematically, on one job at a time?
5. Are the tools, knives, garbage, edible waste and equipment storage well-organized?

Safety/Sanitation

1. Is the competitor washing his/her hands?
2. Is food being handled properly?
3. Is the table free from debris?
4. Are floor spills attended to quickly?
5. Is useable waste stored properly for future use?
6. Are cutting boards kept scrupulously clean?
7. Are areas kept sanitized to avoid possible cross contamination, particularly when switching from meat to vegetable or dairy?
8. Are side towels used correctly? Or incorrectly? For example, is a towel used to wipe debris off a table and then to wipe a knife or a plate?
9. Does the competitor leave the kitchen as clean as he or she found it?

Chicken Presentation

1. Is the technique cited in the recipe adhered to? For example, are the tournéed potatoes and skin of the chicken browned properly?
2. Is the chicken wing bone frenched?
3. Is the chicken breast sliced on the bias – evenly and shingled correctly?
4. Is the proper amount of sauce used?
5. Are there edible garnishes used – not large sprigs of herbs?
6. Is it presented with some height, easy to eat and pleasing to the eye?
7. Are items placed closely together to help maintain temperature, or separated in a pleasing way?
8. Is the plate clean, free of grease and smudges?

Chicken Taste

1. Is there evidence of using proper cooking techniques and skills?
2. Is the chicken the correct doneness?
3. Did the chicken have time to rest?
4. Does the dish have the correct flavor, taste, texture, and doneness?
5. Does the dish portray a high level of skill and exactness?
6. Does the flavor of the sauce reflect what the recipe stated, and is it the correct consistency – not too thick, thin or broken?
7. Is all the hot food hot?

Dessert Presentation

1. Is the the plate clean and neat?
2. Has the competitor demonstrated creativity and practicality?
3. Is the crêpe thin, lacy and brown?
4. If strawberry is given, is it incorporated well into the dessert crêpe?
5. Is the chocolate sauce used correctly as a garnish? Or in the crêpe?

Dessert Taste

1. Is there evidence of using proper cooking techniques and skills?
2. Does the dish have the correct flavor, taste, texture, and doneness?
3. Does the dish portray a high level of skill and exactness?
4. Is the pastry cream smooth and creamy and the proper consistency – not too thick, thin or lumpy?
5. Is the crêpe crispy, thin and light? As opposed to thick and rubbery.
6. Is the chocolate sauce the right consistency? Is it too thick, thin, lumpy or broken?
7. Does the amount of chocolate sauce used compliment the dish?

Potential for the Industry

This category is the hardest one. It is an overall judgment call based on what the judge saw of the competitor in competition. The judge scores and writes a comment as to how well he/she thinks the competitor would do working as a food professional or going to culinary school.

Notes Section

This is for the judge to write whatever comments necessary. For example, if the judge gives a score of 3 out of 10 on knife skills, he/she will provide an explanation such as the competitor was not using the correct cutting technique and not using the correct knife. Or if the judge gives a 5 out of 10 in professionalism, he/she will provide a reason such as, “the competitor was wearing a wrinkled jacket and jeans.”

Judging Criteria Regarding Glove Usage:

Hand-washing is the most critical aspect of personal hygiene.

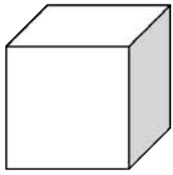
Competitors must comply with local area regulations regarding bare-hand contact with ready-to-eat food. If your local jurisdiction does not allow bare-hand contact with ready-to-eat food, then you must use utensils or gloves to create a barrier between ready-to-eat food and your hands.

Check your local area requirements or contact your local C-CAP Coordinator.

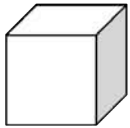
Hand antiseptics, if used, must be used after proper hand washing – never in place of washing hands. Once antiseptic is applied, sanitizer must be dried prior to working with food or equipment.

2011-2012 C-CAP FINAL COMPETITION RECIPES

Knife Cuts – Competitors should know the following knife cuts for the Final Competition in addition to knowing how to properly cut herbs, slice mushrooms and concasse tomatoes.



Large Dice – $3/4'' \times 3/4'' \times 3/4''$



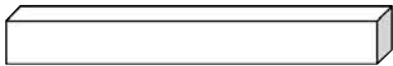
Medium Dice – $1/2'' \times 1/2'' \times 1/2''$



Small Dice – $1/4'' \times 1/4'' \times 1/4''$



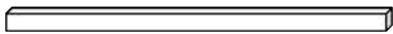
Brunoise – $1/8'' \times 1/8'' \times 1/8''$



Bâtonnet – $1/4'' \times 1/4'' \times 2''$



From Bâtonnet we get Small Dice



Julienne – $1/8'' \times 1/8'' \times 2''$

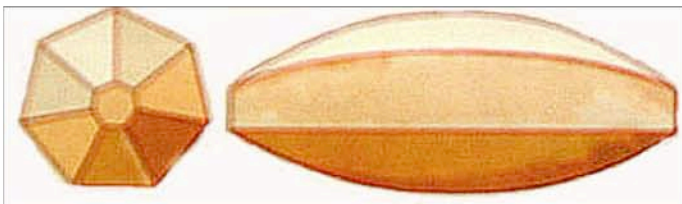


From Julienne we get Brunoise



Fine Julienne – $1/16'' \times 1/16'' \times 2''$

From Fine Julienne we get Fine Brunoise *not shown



Tourné (turned) – 7 Sides – $3/4''$ width x 2" length

FINAL COMPETITION RECIPE #1

Sûpreme Poulet Chasseur avec Pommes Château (Hunter's Chicken with Turned, Sautéed Potatoes)

Chicken Breast

Yield: 2 portions

INGREDIENTS

2 each (6 to 7 oz.) chicken breasts, skin on, frenched wing bone attached
tt salt and black pepper
1 oz. olive oil

PROCEDURE

1. Pat chicken breast down with a clean paper towel to ensure the skin is dry.
2. Season chicken breast lightly with salt and black pepper on both sides.
3. Sauté breasts, skin side down, in hot pan until the skin is golden to caramel brown.
4. Remove the breasts from sauté pan and place skin side up in a metal oven-proof pan (such as a pie tin or a sizzler platter) and bake in a 375°F oven until done. (Do not overcook.) This should take approximately 12 minutes. Please use an instant read thermometer, if unsure.
5. When chicken breasts come out of the oven, let the chicken rest. Don't cover tightly, as it will ruin the crispiness of the skin.
6. Pour any pan juices into the Sauce Chasseur that you have prepared.
7. Serve evenly sliced chicken with sauce and potatoes from the following recipes.



FINAL COMPETITION RECIPE #1

Sauce Chasseur for Chicken

Yield: Sauce for 2 portions

INGREDIENTS

1 medium shallot, finely minced
1 clove garlic, finely minced
5 large cleaned white button mushrooms, sliced
1 Tbs olive oil
1 plum tomato, concassed (peeled, seeded, and rough chopped)
1 tsp fresh tarragon, chopped
2 tsp of flat leaf parsley, chopped
6 oz. double strength chicken stock, plus extra as needed
4 oz. glace de volaille (chicken glace)

1-2 Tbs unsalted butter, chilled and cut into small cubes
tt salt and black pepper

PROCEDURE

1. Drain excess fat from the pan in which the chicken was seared, add the olive oil.
2. Add sliced mushrooms and cook until brown.
3. Add shallots and sauté for about 30 seconds on medium-low heat. Add garlic, sauté for 30 seconds more. Do not brown garlic.
4. Add 2 oz. (1/4 cup) of the double strength chicken stock, and reduce *au sec* (until most of the liquid has evaporated) without burning. Note: Students must bring their own homemade chicken stock and glace to the competition. All commercial stocks, even low sodium ones are not allowed.
5. Add the glace and another 2 oz. (1/4 cup) of the stock, and cook until sauce lightly coats the back of a spoon (add more stock if sauce is too thick).
6. Add the concassed tomato.
7. Bring to quick boil and simmer 5 minutes.
8. Add the tarragon and parsley.
9. Finish by adding the chilled cubed butter a bit at a time, stirring or shaking pan constantly. Do not boil. Be careful not to break the sauce.
10. Taste and adjust seasoning.
11. Serve sauce with the sliced chicken breast.

FINAL COMPETITION RECIPE #1

Fond de Volaille (Chicken Stock)
(see p.351 in *At Home With The French Classics*)

Yield: 3½ qt.

INGREDIENTS

1 chicken (4 pounds) or 4 pounds chicken parts, bones are preferred
4 qt. cold water
1 leek (white part only), washed
2 onions, peeled
3 carrots, peeled
3 stalks celery, cut in half
Bouquet Garni (4 sprigs of parsley, 2 sprigs of thyme, 1 bay leaf, and 4-6 black peppercorns) wrapped in a sachet (cheese cloth)

PROCEDURE

1. Place all ingredients in a large stockpot and bring to a simmer, uncovered, for about 2 hours. Do not boil the stock it will become cloudy.
2. Occasionally, skim the foam from the surface. Strain the stock and allow it to cool uncovered before refrigerating.
3. Remove the fat from the surface when it is cold or before using.
4. Freeze the unused portion or reduce to Glace de Volaille (see below or p.353 in *At Home With The French Classics*), which can be stored in the refrigerator or freezer.

Double Strength Chicken Stock: Make chicken stock and reduce by half.

Glace de Volaille (Chicken Glaze):

1. Two quarts of stock will reduce to yield approximately ¾ cup glace de volaille.
2. Remember, when hot, the glaze will be dark brown and syrupy.
3. When cold, it will be firm to the touch. If it is like soft jelly, it has not been reduced enough. It will be more of a rubbery consistency.

FINAL COMPETITION RECIPE #1

Tournés Potatoes

Yield: 2 portions

INGREDIENTS

3 large russet potatoes – you should be able to get 4 tournés out of each potato
1-2 tsp olive oil
tt salt and pepper

PROCEDURE

1. Tourné the potatoes.
2. Par-boil in salted water just to the point of doneness – fork tender. Remove from water and dry.
3. Heat olive oil in a small sauté pan.
4. Add the potatoes to the pan.
5. Toss potatoes until evenly browned. Season with salt and pepper. Potatoes can be held in the oven.
6. Taste your extra potatoes – season and adjust if necessary.
7. Place three to five potatoes (depending on the size of your tourné) on each plate with the chicken and the sauce.



FINAL COMPETITION RECIPE #2

Crêpes Sucrées (see p. 319-322 in *At Home With The French Classics*)

Yield: 8-10 six-inch crêpes

INGREDIENTS

1/3 cup plus 1 tsp all-purpose flour
1 egg
1 Tbs sugar
1/4 tsp vanilla extract
1/2 cup milk
1 Tbs melted butter

PROCEDURE

1. Put the flour into a bowl and add the egg, sugar, vanilla, and half of the milk. Whisk slowly until a smooth batter is formed.
2. Add the remaining milk and whisk well. If time permits, allow the batter to rest 30 minutes. (As the batter rests, the granules of flour absorb the milk and swell, creating a smoother batter and a slightly stronger crêpe than if used right away.)
3. Whisk in the butter just before using the batter.
4. Heat a sauté pan* (bottom of pan measures 6") with a nonstick surface over medium-heat. The pan is ready when a drop of water dances on the hot surface. If necessary, you can use clarified butter to grease the pan.
5. Hold the pan in one hand, tilting it slightly. Using a small ladle pour about 2 tablespoons of batter into the pan where the sides and bottom meet.
6. Turn the pan in a circular motion to spread the batter evenly. The amount of batter used should just coat the bottom of the pan. Any excess should be poured back.
7. Cook the crêpe until the edge begins to brown. Turn the crêpe with a spatula or flip it. The surface of the crêpe should be lacey medium brown in color. Cook the second side for only 10 to 15 seconds and slide the crêpe onto a plate.
8. If after making two crêpes you find the color is either too dark or too light, adjust your heat accordingly. If you find the crêpe too thick, thin the batter with a little more milk.
9. Repeat until all the crêpes are made, stacking them one on top of the other, and allow them to cool. Select your best crepes for presentation. Be careful to present the right side.

* Bottom cooking surface of pan should measure approximately 6" diameter.

FINAL COMPETITION RECIPE #2

Crème Pâtissière (Pastry Cream)

Yield: 1 ¼ cups

INGREDIENTS

1 cup milk
3 egg yolks
3 Tbs sugar
2 Tbs cornstarch
1 tsp vanilla extract

PROCEDURE

1. In a small saucepan, bring the milk and half the sugar (prevents milk from scalding) to a boil over medium heat.
2. Meanwhile, whisk the egg yolks and the other half of the sugar together in a small bowl. Add the cornstarch to the yolks and mix well until smooth and free of lumps.
3. Temper the egg yolk mixture with approximately 1/4 cup of the warm milk.
4. Return the mixture to the saucepan and whisk rapidly over high heat, whisking the bottom and the sides of the pan until the pastry cream thickens and boils, about 1 minute. Turning the pan as you whisk helps to easily reach all areas of the pan.
5. Reduce the heat to medium and cook an additional 2 minutes, whisking as the pastry cream gently boils. It will become shiny and easier to stir.
6. Pour the pastry cream into a clean bowl and stir in the vanilla.
7. Place plastic-wrap directly on the surface of the pastry cream (this prevents a skin from forming on the surface) and let it cool. Remember to taste.
8. You should whisk briskly before using to make sure pastry cream is the right texture and consistency. Taste your pastry cream before serving.
9. Serve inside the crêpes.

Note: please read Final Competition Helpful Hints on pg 35 regarding usage of strawberries, if given, on crêpe dessert plate.

Safe food handling practice recommends that the pastry cream be cooled quickly and then properly stored in the refrigerator. During the competition, when made within one hour of serving, it is recommended that you let it cool at room temperature. Check for the correct consistency. Always taste.

FINAL COMPETITION RECIPE #2

Sauce au Chocolat (Chocolate Sauce)

Yield: 2.5 oz.

INGREDIENTS

2 oz. dark chocolate
2 Tbs water

PROCEDURE

1. In a small saucepan, melt the chocolate together with the water over medium heat, about 2 minutes.
2. When the water and chocolate come to a boil, stir gently with a whisk until smooth.
3. If the sauce is too thin, cook it longer. If it is too thick, add more liquid and return to the boil.
4. Remove the sauce from the heat and allow it to cool to room temperature for use with the dessert crêpes.

Note: The chocolate sauce is a garnish and should be used sparingly. The chocolate sauce should be shiny and fluid consistency. The sauce should complement your dessert crêpe, not overwhelm it.

* If you use Baker's Semi-Sweet Chocolate, it will make a thicker sauce than most of the other chocolates on the market. You may need to add as much as another 1/4 cup of liquid to reach the desired consistency.



2011-2012 C-CAP FINAL COMPETITION HELPFUL HINTS

Organization and Practice

1. You should be able to prepare two plated chicken dishes (including sauce and potatoes) and two plated dessert crepes (including pastry cream and chocolate sauce) in under two hours. Practice all the recipes the entire way through until you are able to complete everything within the allotted timeframe.
2. You should write a prep list and action plan, to avoid confusion while competing. The best time to do this is when you are practicing – from the time you step into the kitchen, until you are finished plating and cleaning up – as an example, refer to the Sample Timeline for the Final Competition for more information.
3. Keep your presentations simple – focus on perfecting your knife skills, your organization and your cooking techniques. Decide on your presentation during practice, not at the competition.
4. Wash your hands! Hand washing is the most critical aspect of personal hygiene. Competitors must abide by sanitation and food handling regulations of local area. Use gloves or utensils when handling ready-to-eat food if your local jurisdiction does not allow bare-hand contact with ready-to-eat food.

Chicken

1. To test chicken for doneness, press down on the thickest part of the breast. The chicken should be firm but have just a slight bounce back. Overcooking will dry out the meat. Students are recommended to use a thermometer to check doneness.
2. Do not let the sauce become too thick. If you reduce it too much, it will begin to jell. If the sauce is too thick, add more stock. Tips to remember: sauce should be hot when plating, balance the amount of sauce used on the plate, and the sauce should not cover the crispiness of the chicken.
3. For the sauce, the butter acts as a thickener. It must be added correctly, the sauce must not come to a boil after butter is added, or it will break.
4. A perfect flavor balance should include a hint of licorice from the tarragon, a rich flavor from the stock, earthiness from the mushrooms, a subtle tomato taste, the roundness of the butter and finished with the fresh taste of parsley.
5. The chicken may stick to the pan if the skin is not dry or oil is not hot enough.
6. Make sure the potatoes are cooked through and always make extra so you can taste and adjust the seasoning if necessary.

Dessert Crêpes

1. If strawberries are given at competition, it is requested that you incorporate the strawberries into the crêpe dessert plate. Do not simply use a strawberry as garnish.
2. Keep in mind to balance the amount of chocolate sauce used on the plate to the amount of crêpes plated. The chocolate sauce should not overpower the crêpes.

FINAL COMPETITON PREP SHEET

Equipment List	Check	Need
Knife Kit: Paring knife, Chef's knife and steel		
Small pot for potatoes to cook and blanch tomatoes		
Sauté pan for potatoes		
Tongs for potatoes/chicken		
Containers for prepped vegetables and herbs		
Bowl for pastry cream prep		
Pot for pastry cream		
Whisk for pastry cream		
Bowl for prepped pastry cream		
Bowl for crêpe batter		
Container for prepared crêpe batter		
Whisk for crêpe batter		
Small spatula for crêpes		
Nonstick Sauté pan for crêpes (bottom of pan should measure 6")		
Small ladle for crêpes – 1-2 oz		
Small sauce pan chocolate		
Sauté pan for chicken dish		
Pie pan or sizzler platter for chicken		
Cutting board- extra recommended		
Measuring spoons/cups		
* Note: if you wash pots, sauté pans and small wares, you may need less equipment. This list is an example, you may require additional equipment that is not listed.		
Uniform		
Apron and side towels – student may need to provide		
Chef coat – pressed and clean		
Black or checked pants (NO JEANS)		
Rubber-soled shoes (preferably black)		
Pillbox hat or Chef's hat		
Ingredients needed to bring		
Double strength Chicken stock		
Chicken Glace		
*Note: make sure to maintain food safety standards when transporting the stock/glance		
C-CAP Provides		
C-CAP Chef Coat		
1 cutting board		
Oven space		
Two burners per competitor		
Tasting spoons/forks		
Plates for presentation		
Paper towels/cheese cloth for cleaning		
All ingredients- except stock and glace		
Plastic wrap		
Plate for prepped crepes		
Garbage bins		

Above is an example of a prep list for Final competition.

SAMPLE TIMELINE FOR FINAL COMPETITON

Check	Task
	Night Before
	Organize all tools/equipment. Put equipment in the order you are going to use it.
	Know where the competition is and what time you need to be there.
	Day of Competition
	Arrive early.
	Make sure to have all tools, equipment, uniform.
	Competition
	Set up, you will have ten minutes. Use time wisely.
	Set tools/equipment down.
	Wash hands.
	Make sure all the equipment is at your station.
	Make sure all ingredients are at your station.
	Know where you should put garbage.
	Know where gloves are if you need them.
	Know where the seasoning is- salt, pepper.
	Know where paper towels are if you need to wipe your plate.
	Know what sink you can use for hand washing.
	Know where the pot is for blanching the potatoes.
	Know where you can cook/use the oven/refrigerator if necessary.
	Know where the sanitizer bucket is.
	Put only the equipment you need on your station. Remove anything that is not necessary and organize your space.
	Start Cooking (example of sequence; plan your own strategy)
	Make pastry cream and taste with a tasting spoon. Wrap and label pastry cream correctly.
	Make crêpe batter. Wrap and label batter.
	Wipe down cutting board and, if necessary, wipe down station with sanitizer. Note: be mindful of sanitation at all times.
	Be aware of your space – keep it clutter free.
	Prep fruits and vegetables: cut strawberries, then, shallot, garlic, mushroom, etc.
	Tourné potatoes- you should be able to get 4 out of each potato. You should have 3-5 potatoes on each of your finished plates, depending on the size of your tournés.

Above is an example of a timeline. Write and plan your own timeline.

Post-Secondary Profiles

Enclosed are profiles of each of the colleges and culinary arts programs that give scholarships to C-CAP on a national basis. These include:

- Culinary Institute of America
- The International Culinary Schools at the Art Institutes
- Johnson & Wales
- Le Cordon Bleu Schools North America
- Monroe College
- New England Culinary Institute

These *At-A-Glance* sheets will serve as useful tools in your classroom as students begin thinking about college applications. Each at-a-glance sheet provides valuable information about the academic offerings, program highlights, tuition and fee information, and general campus facts about each school.

Please note: You must receive permission from C-CAP *prior* to copying or distributing the C-CAP At-A-Glance sheets.

Students are required to complete a College Research Chart for the C-CAP Cooking Competition for Scholarships application by researching the school online or by calling schools. For this reason, please do not share the at-a-glance sheets with students until after the application due date.

Enrollment Types:

- Full time

Financial Aid:

<u>Federal Grants:</u>	Yes
<u>Federal Loans:</u>	Yes
<u>Work Study:</u>	Yes
<u>Campus Grants:</u>	Yes
<u>Scholarships:</u>	Yes

Type of School

- Private
- Culinary
- Residential
- Four-year

Calendar: Semester, block schedule, continuous start dates

Student to Faculty Ratio: 17:1

Setting:

- Large Suburb
- Located 86.5 miles (2.5 hours driving) north of NYC

Campus Housing: Yes

CONTACT THE SCHOOL:

Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
845-452-9600

www.ciachef.edu

CULINARY/HOSPITALITY DEGREES:

- Culinary Arts Associates in Occupational Studies, 21 months
- Culinary Arts Management Bachelors in Professional Studies, 38 months
- Baking and Pastry Arts Associates in Occupational Studies, 21 months
- Baking and Pastry Arts Management Bachelors in Professional Studies, 38 months

PROGRAM HIGHLIGHTS:

Study Abroad: West Coast Food and Wine Seminar; externships abroad

Externship: 18-week paid externship

Restaurants: Hands-on restaurant experience in 4 on-campus public restaurants

2011/2012 COST OF ATTENDANCE:

Estimated cost of attendance *PER YEAR:*

Tuition*	\$24,990
Room**	\$4,890
Meal Plan	\$2,590
Supplies ***	\$1,350
General Fee	\$1,190
Personal Expenses (estimate) ****	\$1,989
Estimated Cost of Attendance:	\$36,999

* Tuition value for each year of Associates

** Based on quadruple room rate

*** First semester only, includes tools, books, and uniforms

**** Estimated personal expenses for on-campus students, based on national averages for 4-year public schools as reported by CollegeBoard.org

APPLICATION/ENROLLMENT REQUIREMENTS:

- High school diploma or GED and transcripts
- 6 months hands-on food preparation experience prior to enrollment
- Assessment Exam
- **Application Fee: \$50** - application fees may be waived for applicants with financial need.
- **Confirmation Fee: \$100**

THE INTERNATIONAL CULINARY SCHOOLS AT THE ART INSTITUTES



Enrollment Types:

- Full time
- Part time
- Evening classes
- Weekend classes

Financial Aid:

<u>Federal Grants:</u>	Yes
<u>Federal Loans:</u>	Yes
<u>Work Study:</u>	Yes
<u>Campus Grants:</u>	No
<u>Scholarships:</u>	Yes

Type of School

- Private

Calendar: Quarter

Locations:

Atlanta, GA*	Minneapolis, MN
Austin, TX	Nashville, TN
Charleston, SC	Orange County, CA
Charlotte, NC*	Philadelphia, PA
Chicago, IL	Phoenix, AZ
Cincinnati, OH	Portland, OR
Dallas, TX	Pittsburgh, PA
Denver, CO*	Raleigh-Durham, NC
Detroit, MI	Sacramento, CA
Fort Lauderdale, FL	Salt Lake City, UT
FL	San Antonio, TX
Hollywood, CA	San Diego, CA
Houston, TX	San Francisco, CA
Indianapolis, IN	Seattle, WA
Inland Empire, CA	Sunnyvale, CA
CA	Tampa, FL
Jacksonville, FL	Tucson, AZ
Kansas City, KS	Virginia Beach, VA
Las Vegas, NV*	Washington, DC
Los Angeles, CA	

*Give national scholarships to C-CAP

CONTACT THE SCHOOL:

Various locations throughout North America

Visit www.artinstitutes.edu for information on specific campuses

1-888-624-0300

CULINARY/HOSPITALITY DEGREES:

Diploma, certificate, and degree offerings vary per school. Check the school website for more information:

Diploma or Certificate, 3-5 quarters:

- Culinary Arts or Baking and Pastry

Associates Degrees, 6-8 quarters:

- Culinary Arts or Baking and Pastry

Bachelors Degrees, 12-13 quarters:

- Culinary Management or Foodservice Management

PROGRAM HIGHLIGHTS:

Externship: Yes, minimum 90 hours

On-Campus Restaurant: Hands-on restaurant experience for one semester in most locations

2011/2012 ESTIMATED COST OF ATTENDANCE:

Tuition, fee, and related education expenses vary per campus location. Below is the average cost of attendance *PER YEAR* for the PHILADELPHIA Culinary Arts Associates Degree:

	<u>Per Quarter</u>	<u>Per Year</u>
Tuition	\$7,425	\$29,700
Room*	\$2,835	\$11,340
Meal Plan**	---	---
Required Fees	\$500	\$2,000
Books & Supplies**	\$284	\$1,137
Personal Expenses***	\$497	\$1,989
Estimated Cost of Attendance	\$11,541	\$46,166

*Does not include \$130 deposit.

**Students responsible for purchasing their own food.

***Estimated books and supplies expenses for on-campus students, based on national averages for 4-year public schools as reported by CollegeBoard.org. DOES NOT include a one-time knife kit fee of \$934.

****Estimated personal expenses for on-campus students, based on national averages for 4-year public schools as reported by CollegeBoard.org

APPLICATION/ENROLLMENT REQUIREMENTS:

- High school diploma or GED and transcripts
- SAT/ACT scores or entrance exam
- Essay
- **Application Fee:** \$50 and additional \$100 enrollment fee- application fees may be waived for applicants with financial need with financial need

Enrollment Types:

- Full time

Financial Aid:

<u>Federal Grants:</u>	Yes
<u>Federal Loans:</u>	Yes
<u>Work Study:</u>	Yes
<u>Campus Scholarships:</u>	Yes

Type of School

- Private
- Residential

Calendar: Semester

Locations:

- Providence, RI
- North Miami, FL
- Denver, CO
- Charlotte, NC

Setting:

- Depends on location

Campus Housing: Yes

CONTACT THE SCHOOL:

Johnson & Wales University
8 Abbott Park Place
Providence, RI 02903

1-800-DIAL-JWU
www.jwu.edu

CULINARY/HOSPITALITY DEGREES:

Associates Degrees, 2 years:

- Culinary Arts
- Baking & Pastry Arts

Bachelors Degrees, 4 years (not available on every campus):

- Culinary Arts & Food Service Management
- Baking & Pastry Arts
- Baking and Pastry Arts & Food Service Management
- Culinary Nutrition
- Food Service Entrepreneurship

PROGRAM HIGHLIGHTS:

Concentrations: Within the Bachelors degree, you can concentrate in Baking & Pastry Arts, Beverage Service Management, Contemporary Pastry Arts, Culinary Capstone Labs, Sommelier, and Wellness & Sustainability.

Study Abroad: Europe, Asia, South America, and Africa

Internship: 3 months required for Associates, second internship optional for Bachelors

On-campus Restaurants: Practicum dining and training facilities for hands-on training

2011/2012 COST OF ATTENDANCE:

Average cost of attendance *PER YEAR* (for Providence):

Tuition	\$23,955
Room & Board*	\$9,261
Books and Supplies (estimate)**	\$1,800
Fees	\$1,152
Personal Expenses (estimate)***	\$1,989
Estimated Cost of Attendance	\$38,157

* Value room, includes meals

** Books and supply expenses based on Johnson & Wales's estimates

*** Estimated personal expenses for on-campus students based on national averages for 4-year public schools as reported by finaid.org

APPLICATION/ENROLLMENT REQUIREMENTS:

- High school diploma or GED
- Official transcripts
- **Application Fee:** Free
- **Reservation Fee:** \$300
- **Orientation Fee:** \$300

LE CORDON BLEU SCHOOLS— NORTH AMERICA



Enrollment Types:

- Full time
- Part-time
- Weekends

Financial Aid:

<u>Federal Grants:</u>	Yes
<u>Federal Loans:</u>	Yes
<u>Work Study:</u>	Yes
<u>Campus Scholarships:</u>	Yes

Type of School

- Private

Calendar: Semester

Locations:

- Atlanta, GA
- Austin, TX
- Boston, MA
- Chicago, IL
- Dallas, TX
- Las Vegas, NV
- Los Angeles, CA
- Miami, FL
- Minneapolis, MN
- Orlando, FL
- Portland, OR
- Sacramento, CA
- San Francisco, CA
- Scottsdale, AZ
- Seattle, WA
- St. Louis, MO

Setting: Depends on location

Campus Housing: Depends, check with the location you are applying to

CONTACT THE SCHOOL:

Le Cordon Bleu
<http://www.chefs.edu>

CULINARY/HOSPITALITY DEGREES:

Diploma, certificate, and degree offerings vary per school. Check school website for more information:

Diploma or Certificate:

- Culinary Arts
- Patisserie and Baking

Associates Degrees, 2 years:

- Culinary Arts
- Patisserie and Baking

Bachelors Degrees, 4 years:

- Culinary Management (online)

PROGRAM HIGHLIGHTS:

Internship: 90 hours for certificate; 6+ weeks for associates

On-campus Restaurants: Practicum dining and training facilities for hands-on training

2011/2012 ESTIMATED COST OF ATTENDANCE:

Tuition, fee, and related education expenses vary per campus location. Below is the average cost of attendance *PER YEAR* for the LOS ANGELES campus:

	<u>Diploma/ Certificate</u>	<u>Associates</u>
Tuition	\$17,200	\$33,462
Room & Board*	---	---
Fees, books, and supplies**	\$300	\$1,538
Personal Expenses (estimate)***	\$1,492	\$1,989
Estimated Cost of Attendance	\$18,992	\$36,989

*This location does not offer campus housing; however, students can contact the Student Services office for assistance with finding housing

**Fees include textbooks, uniforms, lab fees, tool kits and sales tax

***Estimated personal expenses for on-campus students based on national averages for 4-year public schools as reported by CollegeBoard.org

APPLICATION/ENROLLMENT REQUIREMENTS:

- High school diploma or GED
- Official transcripts
- **Application Fee:** \$50

Enrollment Types:

- Full time
- Part time
- Evening classes

Financial Aid:

<u>Federal Grants:</u>	Yes
<u>Federal Loans:</u>	Yes
<u>Work Study:</u>	Yes
<u>Campus Grants:</u>	Yes
<u>Scholarships:</u>	Yes

Type of School

- Private
- Residential

Calendar: Trimester, year round

Setting:

- Urban
- Two campuses located in the Bronx and New Rochelle; 35 minutes by public transportation from midtown Manhattan

Campus Housing: Yes

CONTACT THE SCHOOL:

Monroe College
 Monroe College Way
 Bronx, NY 10468
 718-933-6700
 www.monroecollege.edu

CULINARY/HOSPITALITY DEGREES:

- Culinary Arts Associates Degree Program, 4 terms
- Baking and Pastry Associates Degree Program, 4 terms
- Hospitality Management Associates Degree Program, 4 terms
- Hospitality Management Bachelors Degree Program, 8 terms

PROGRAM HIGHLIGHTS:

Study Abroad: 15-week study abroad program available in Italy

Internships: 12 weeks required, paid or unpaid

2011/2012 COST OF ATTENDANCE:

Estimated cost of attendance PER YEAR (3 terms per year):

	<u>Per Term</u>	<u>Per Year</u>
Tuition	\$5,820	\$17,460
Required Fees	\$500	\$1,500
Room*	\$2,900	\$8,700
Meal Plan	\$1090	\$3,270
Books & Supplies (estimate)**	\$500	\$1,500
Personal Expenses (estimate)***	\$663	\$1,989
Estimated Cost of Attendance	\$11,473	\$34,419

* For a triple room

** Estimated books and supply expenses provided by Monroe

***Estimated personal expenses for on-campus students, based on national averages for 4-year public schools as reported by CollegeBoard.org

APPLICATION/ENROLLMENT REQUIREMENTS:

- Proof of high school diploma or GED
- Interview
- References
- **Application Fee: \$35** - application fees may be waived for applicants with financial need
- **Housing Application Fee: \$150**

NEW ENGLAND CULINARY INSTITUTE



Enrollment Types:

- Full time
- Part time

Financial Aid:

<u>Federal Grants:</u>	Yes
<u>Federal Loans:</u>	Yes
<u>Work Study:</u>	Yes
<u>Campus Grants:</u>	Yes
<u>Scholarships:</u>	Yes

Type of School

- Culinary
- Private
- Residential

Calendar: Several start dates in January, April, July and October, block schedules

Setting:

- Rural/suburban
- Small town
- Located 315 miles (5 hours, 21 minutes driving) from NYC
- Residential campus

Campus Housing: Yes

CONTACT THE SCHOOL:

New England Culinary
Institute
56 College Street
Montpelier, VT 05602
877-223-6324
www.neci.edu

CULINARY/HOSPITALITY DEGREES:

- Bachelors Degree in Culinary Arts, 39 months
 - Associates Degree in Culinary Arts, 24 months
 - Certificate in Professional Cooking, 30 weeks
-
- Associates Degree in Baking and Pastry Arts, 24 months
 - Certificate in Baking, 30 weeks
 - Certificate in Pastry, 30 weeks
-
- Associates Degree in Hospitality and Restaurant Management, 15 months
 - Bachelors Degree in Hospitality and Restaurant Management, 15 months (After successful completion of the Associates or 60 transferable credits)

PROGRAM HIGHLIGHTS:

Specializations: 3 specializations offered for BA students: sustainability, wine and beverage, and baking and pastry

Internship: 2-3 internships per degree, 6-9 months each

Campus Restaurants: Hands-on restaurant experience in 6 campus restaurants

2011/2012 COST OF ATTENDANCE:

Estimated cost of attendance *PER YEAR:*

	<u>Certificate</u>	<u>Associates/ Bachelors</u>
Tuition	\$5,600	\$25,750
Room and Board	\$4,300	\$7,450
Books, supplies, and knife kit*	\$1,065	\$1,450
Fees	\$1,475	\$1,975
Personal Expenses (estimate) **	\$1,989	\$1,989
Estimated Cost of Attendance	\$14,429	\$38,614

*Books, supplies and knife kit based on estimates provided by NECI for first year

**Estimated personal expenses for on-campus students, based on national averages for 4-year public schools as reported by CollegeBoard.org

APPLICATION/ENROLLMENT REQUIREMENTS:

- Complete online learning assessment
- Campus tour – highly recommended
- **Application Fee: \$50** - application fees may be waived for applicants with financial need

PRODUCT SPONSORS

Over the years, C-CAP has been fortunate to receive the support of many product sponsors. For 2011-2012, C-CAP will again be seeking donations from these sponsors and others. As in years past, we ask you to have your students write thank-you letters for the products you receive.

Each C-CAP teacher that receives products from our sponsors, is requested to submit student thank-you letters to each of the product sponsors.

Why C-CAP Requires Thank-You Letters

Sending thank-you letters reflects positively on your school as the recipient and on C-CAP as an organization. It shows the product sponsor that you and your students appreciate their product donation.

Expressing one's gratitude is an important skill for students to learn. It's also important to the donors, who want to know more about the students and the schools they've helped. Pictures are always welcomed and encouraged to demonstrate how you and your students have used the donated product.

2011–2012 Product Sponsor List

The list below is based on donations received in 2010-11 and is subject to change in 2011-12. Product sponsors vary by area – please check with your local coordinator.

[Best Manufacturers](#) – whisks

[Harold Import Co., Inc.](#) – small wares

[Blue Diamond](#) – almonds

[Nielsen-Massey Vanillas](#) – vanilla

[Filippo Berio](#) – olive oil

[Victorinox Swiss Army](#) – knives and steels

[Guittard Chocolate](#) – chocolate

[Uhlmann Co.](#) – flour

Thank-You Letters Due Date

Thank-you letters should be written and sent as soon as you receive and use the sponsor's products. Send letters to the national **C-CAP office: Attention Office Manager, 250 West 57th Street, Suite 2015, New York, NY 10107.**

Do not send Thank-You letters directly to the sponsor. The letters must be received by the national C-CAP office **no later than Tuesday May 1, 2012**, earlier would be better.

Thank-You Letter Handouts

C-CAP has included a [Guidelines for Writing a Thank-You Letter](#) handout that you can distribute to students to assist them with writing their thank you's. The handout also includes a sample letter to serve as a model for students.

GUIDE TO A WRITING THANK-YOU LETTER

Writing a good thank-you letter is an important skill to have. Sending a thank-you letter reflects positively on you as a recipient and demonstrates that you appreciate something that someone has done for you. It's also important to the donors, who want to know more about the people they've helped.

Below is a set of guidelines for writing a good thank-you letter.

1. You may type or handwrite your letter. If your letter is handwritten, be sure to use a blue or black pen and write neatly. Make sure your spelling and punctuation are correct; it's best to write a draft before writing or typing on a card.
2. Start your letter by thanking the donor for their donation. Let the donor know what the donation means to you, your classmates, and your school.
3. Tell the donor how you used the donation. Did you cook or bake with it? Was it used for a specific lesson, dish or event? Be specific and provide details. For instance, if you used almonds for a cake recipe, explain what the recipe was, what you learned from making the cake, etc.
4. Next, tell the donor a little about yourself – why you are taking a cooking class, how many cooking classes you have taken, what you have learned in your cooking class, etc.
5. Let the donor know what your future plans are if they are related to cooking. What are your career or school plans? What do you intend to do with your degree? Are you planning to cook at a particular restaurant? Own your own restaurant?
6. Thank the donor again.
7. Sign the note.

SAMPLE THANK-YOU LETTER

Use the following sample letter for a general idea of how to write a product sponsor thank-you letter. Please note: this is a sample – it's best to use your own words to truly reflect your gratitude.

Date

Donor First and Last Name

Company Name

Address

City, State Zip

Dear Mr. or Ms.:

Thank you for the _____ we received. In class we used _____ to do _____. I am glad to have the opportunity to thank you personally for your generosity. Without your donation I wouldn't be able to _____.

I am a high school senior at _____. I am currently in the Advanced Culinary class. I've always wanted to open my own restaurant and I truly believe that by gaining exposure to your product, it will help me in my future career. I am planning on attending _____ College next fall where I will continue my Culinary Education.

Once again, I offer my thanks for your generosity in donating _____ to my school.

Sincerely,

(Sign Your Name)



2011-2012 C-CAP Teacher Contract

As a teacher participating in the 2011-2012 Careers through Culinary Arts Program, I am required to submit this contract.

By accepting the benefits listed on page 7 of the 2011-2012 C-CAP Teacher's Guide, I agree to fulfill the following terms in the 2011-2012 school year:

Please read the terms and sign your initials; confirming you've read and agree by the terms stated.

- _____ I will check my email regularly for updates and information from C-CAP.
- _____ I will train interested and eligible students at my school for the preliminary *C-CAP Cooking Competition for Scholarships*.
- _____ I will train students from my school who are selected as finalists for the *C-CAP Cooking Competition for Scholarships*.
- _____ I will announce and post any *C-CAP Cooking Competition for Scholarships* information or deadlines to interested and eligible students.
- _____ I will write a Letter of Recommendation for each student that I am training for the C-CAP competition. I understand that this letter must be typed and on school letterhead.
- _____ I will instruct my students to write thank you letters to individuals or organizations that have donated products or services as a result of my relationship to C-CAP. I will collect the thank you letters and send them to the appropriate contact.
- _____ I will send the product sponsor thank you letters to the Office Manager at the national C-CAP office in New York, no later than May 1, 2012.
- _____ I will not solicit additional donations from sponsors, chefs or industry personnel already contributing products and/or services to my school through C-CAP unless I get prior consent from my C-CAP Program Coordinator.
- _____ I will attend the teacher training opportunities offered by my local C-CAP Coordinator, upon school administrator's approval.

Teacher Signature _____ Print name _____

Principal Signature _____ Print name _____

High School _____ Date _____

2011-2012 C-CAP Teacher Information Form

Please fill out the following two pages and return it to your local C-CAP Coordinator. Your responses will help C-CAP tailor our programs and services for teachers and students to better fit your needs in the 2011-2012 school year.

TEACHER/SCHOOL DATA

Print Teacher Name _____

Home Address _____

Email Address _____

School Phone _____ Cell Phone _____

High School Name _____

Principal _____ Asst Principal _____

INDUSTRY WORK EXPERIENCE

1. Years Teaching Culinary _____

2. Do you have a degree in culinary arts, hospitality or a related field?

Yes _____ No

School Name *Major* *Degree*

3. Do you have professional work experience in the culinary/hospitality industry?

Yes, years of experience _____ No

Please indicate your professional culinary/hospitality industry work experience by filling in the table below. Do not include teaching experience.

Place of Employment	Position/Specific Nature of Work	Approximate Dates
1.		
2.		
3.		
4.		

CLASSROOM INFORMATION

1. Are you a CTE-approved program? Yes No
2. Are you a CTE-certified teacher? Yes No
3. Program Focus (Check all that apply) Culinary Baking Hospitality
4. Do you participate in Family, Career & Community Leadership of America (FCCLA)?
 Yes No

Student Demographics (please indicate #)												
Name of Class <small>List each section separately</small>	Grade Level(s)	Class Length	# of Students	Female	Male	American Indian/ Alaska Native	Asian	Black / African- American	Hispanic/Latino	Native Hawaiian/ Pacific Islander	White	Other

Biggest teaching challenge _____

Assistance I need from C-CAP _____



**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 that submit **2 (two) complete application packets 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 two (2) complete copies of your entire packet and send them to C-CAP.
- Make one (1) complete copy of your application and keep it for your records.
- Staple your documents together when you are finished. Do not submit your application packets in a folder, binder, or cover



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 ORIGINAL AND ONE COPY of the C-CAP application packet (2 copies total) to your local 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**.

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

POST-SECONDARY COMPARISON GRID EXAMPLE

Below is an example and tips on how to complete the post-secondary grid. The college website and phone number are your best resources for finding the information you need.

Post Secondary 1:	
School Name:	<i>Example School</i>
City, State	<i>Some Place, State</i>
Major or program of study you will pursue	<i>Baking & Pastry Arts</i>
Degree you will pursue	<i>Associates</i>

Make sure the school offers the **major** and **degree** you're looking for!

Cost of Attendance:	
A Tuition (per year)	<i>\$4,970</i>
B Fees (per year)	<i>\$1,192</i>
C Room and Board (per year)	<i>\$6,190</i>
D Meal plan (per year) *If not included with room	<i>\$3,000</i>
E Books and Supplies (per year)	<i>\$1,137</i>
G Travel and Personal Expenses (per year)	<i>\$2,500</i>
H Total cost per year (= A+B+C+D+E+F+G)	<i>\$18,989</i>
I Length of Program	<i>2 years</i>
Total Cost of Attendance (=H x I)	<i>\$37,978</i>

To get the most accurate and up to date value of **expenses**, visit the college's website or call the school. Be careful! You may need to do some addition before you get the **PER YEAR** cost!

If you cannot find the **books and supplies** or **travel and personal** expenses online or by phone, you may estimate using CollegeBoard's 2010-2011 national averages for public four-year colleges as a guide:

Books and Supplies: \$1,137 per year
Travel Expenses: \$1,073 per year
Personal Expenses: \$1,989

The **total cost of attendance** is the total cost of attending the school from the first day through graduation. To calculate the total cost of attendance, multiply the cost per year (H) by the number of years for the program (I).

School Characteristics:	
Distance from home	<input type="checkbox"/> Local <input checked="" type="checkbox"/> In State <input type="checkbox"/> Out of State
Type of Area	<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban <input type="checkbox"/> Rural
Study abroad available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Externship/Internships available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Extracurricular activities available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Call or visit the school to find out the **school characteristics** of each college. Other good resources include:

The college's website – you can also find a list of required courses for your major, dorm information, and student activities information here.