



CAREERS THROUGH
CULINARY ARTS PROGRAM (C-CAP)
COOKING COMPETITION FOR SCHOLARSHIPS
2018-2019 Competition Application and Instructions



Congratulations on your decision to apply to the 2018-2019 *C-CAP Cooking Competition for Scholarships*! The C-CAP Competition has helped thousands of students like you achieve their postsecondary and career goals.

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 office.

Good luck!

Competition Eligibility

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

- Applicant must currently attend a C-CAP-participating 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-affiliated 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, tourism, and nutrition. For select scholarships, further restrictions may apply. An up-to-date list of C-CAP scholarships, eligibility requirements and restrictions can be requested from your local C-CAP coordinator or your teacher.

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

- **Applications** – Consisting of a preliminary (*juniors and seniors*) and final competition applications (*seniors only*), these include application forms, 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 follows instructions.
- **Scholarship Eligibility Requirements** – Some scholarships have additional eligibility requirements set by the donor or college, these can be found on the scholarship list provided by your local C-CAP coordinator.
- **Need** – Determined by the *Expected Family Contribution* (EFC) reported on the *FAFSA Student Aid Report* (SAR).
- **Interviews** – Interviews regarding students' post-graduation goals and plans will be held throughout the year as part of an ongoing conversation between C-CAP and each competitor. Competitors will be asked to meet in person or over the phone with their local C-CAP office.
- **Applicant's Preferences** – Please note: based on the above criteria, C-CAP will not match students with post-secondary scholarships for which they have not indicated a preference or have not applied to the post-secondary school.

Senior Finalist Requirement(s)

Free Application for Federal Student Aid (FAFSA) Requirement

All senior C-CAP final competitors will be required to apply for the *Free Application for Federal Student Aid (FAFSA)*. Exceptions are made on a case-by-case basis. 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 and complete each section entirely and accurately.
- Write legibly – if you make a mistake, use white out or start over with a new application.
- 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 Competition Application packet: send one to C-CAP and keep one for your records.
- Use a binder clip to secure all of your documents together when you are finished. Do not submit your application packets stapled or in a folder, binder, or cover.

2018-2019 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 competition instructor-trainer. All documents must be complete and submitted on or before the deadline.

Applicant Name _____

Application Deadline _____

SUBMIT ONE COPY of the C-CAP Competition Application packet to your local coordinator by the due date. The packet **MUST** include the following:

- C-CAP Application Cover Page *(use digital template to personalize your own)*
- C-CAP Competition Application Checklist *(page 1)*
- 2018-2019 Competition Application Form *(pages 2-3)*
- Current Resume or Experience Form *(page 4)*
- Personal Essay *(page 5)*
- Culinary Teacher Evaluation & Letter of Recommendation *(pages 6-8)*
 - One (1) evaluation form from a culinary teacher
 - One (1) letter of recommendation from the applicant's choice, employer preferred*Two copies of each recommendations should be placed in a sealed envelope by recommender and envelopes submitted to C-CAP with application packets.*
- Competition Contract *(page 9)*
- Media Release Form *(page 10)*
- Current High School Transcript

Please note: Use a binder clip to secure your packet. Do not submit your application stapled, in binders, or folders. 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 the C-CAP preliminary 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 the C-CAP preliminary 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 _____

Instructor-Trainer Signature _____ Date _____

2018-2019 C-CAP COOKING COMPETITION APPLICATION

Personal Information

ALL information below is required.

Last Name _____ First Name _____ M.I. _____

Birth Date _____ **Gender** Male Female Non-binary/third gender
mm/dd/yyyy Prefer not to say

Prefer to self-describe _____

Financial Aid: Please review the Eligible Non-Citizen Page to answer the following question about your financial aid status:

I am eligible for Federal Financial Aid I am NOT eligible for Federal Financial Aid

Ethnicity Please select one or more of the following that best describes you.

American Indian or Alaska Native Asian Black or African American Hispanic or Latino
 Native Hawaiian or Pacific Islander White Other Please check here if you prefer not to respond

Chef Jacket Size XS S M L XL 2XL 3XL 4XL 5XL

Contact Information

Mailing Address _____
Number and Street Apt #

City State Zip

Home Phone _____ Student Cell Phone _____

Student Email _____

Parent/Guardian Name(s) _____

Relationship to Student _____ Parent Cell Phone _____

Parent Email _____

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

Academics

High School/Vocational School _____

Grade _____ Cumulative GPA or Average _____ Expected Graduation Date _____
mm/yyyy

Number of Culinary Courses Taken _____ Culinary Instructor _____
current semester or year

Post-Secondary Schools that I am Interested In

List ANY of the post-secondary schools you plan to apply to in order of preference, including one community college. These do not have to be C-CAP post-secondary partners.

| 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 |

VI. Post-Secondary C-CAP Scholarships that I am Interested In

Review the list of C-CAP scholarships available from your local C-CAP office or your teacher. Write down the C-CAP scholarships you want to be considered for in order of preference. Please note: you will only be considered for scholarships for which you are eligible.

| 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 |

Student Resume or Experience Form

*Students must submit either a completed resume **OR** fill out the form below indicating work experience and activities.*

If you are submitting a resume in lieu of this form, please be sure it includes your full name and all of the information requested below (e.g. position, dates, etc.).

Professional Work Experience

| Place of Employment and Supervisor's Name | Position | Dates of Employment | Hours per Week |
|---|----------|---------------------|----------------|
| | | | |
| | | | |
| | | | |

Activities

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

| Age When Began | Activity, Role, Brief Description | # Years Involved |
|----------------|-----------------------------------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

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 prompt and write a clear, creative essay. Requirements and guidelines have been provided to assist you.

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 - and about your career and educational goals in the culinary and hospitality realm. Be sure to write about your interest in culinary arts and how you know it is the right career path for you.

Essay requirements

- 500 words or more
- Typewritten on white, unlined paper
- First name, last name and the date on each page of the essay
- 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** – Make sure you fully respond to the topic 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!

Culinary Teacher Evaluation & Letter of Recommendation

Recommendations, in letter or evaluation form, offer the reader information about your character, personality and work ethic. A 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 one (1) culinary teacher evaluation form and one (1) typewritten letter of recommendation on letterhead, both in sealed envelopes.

Both your culinary teacher evaluation form and letter of recommendation must be attached to your C-CAP application upon submission. Your letter of recommendation must be typewritten on letterhead by:

1. **Culinary Teacher Evaluation Form** – Completed by 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. **Letter of Recommendation** – An employer (preferred) or a person, applicant's choice, who can write about your culinary skills, your performance as a student or employee, your work ethic, and your character/personality – e.g. 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. 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.
- Respectfully request that he or she return **two copies** of the letter of recommendation written on letterhead to you by a specific date in a sealed envelope.

Culinary Teacher Evaluation Form

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 \$1,000 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.

Teacher Name _____

Phone Number _____ E-mail Address _____

Signature _____ Date _____

Student Name _____

In which grade level(s) was the applicant enrolled when you taught him/her? 9 10 11 12 Other _____

What are the first words that come to your mind to describe this applicant?

Compared to other students in his or her class year, how do you rate the student in terms of:

| | Average | Good (above average) | Very good (well above average) | Excellent (top 10%) | Outstanding (top 5%) | Top few (top 1%) |
|--------------------------------|---------|----------------------|--------------------------------|---------------------|----------------------|------------------|
| Ability to follow instructions | | | | | | |
| Demonstrates dependability | | | | | | |
| Self-motivated | | | | | | |
| Demonstrates responsibility | | | | | | |
| Demonstrates enthusiasm | | | | | | |
| Productive class discussion | | | | | | |
| Leadership | | | | | | |
| Reaction to setbacks | | | | | | |
| Punctuality | | | | | | |
| OVERALL | | | | | | |

Additional Comments: Please either fill out the section below or include a letter of recommendation. Write whatever you think is important about this student, including a description of academic or personal characteristics, as demonstrated in your classroom. We welcome information that will help us to differentiate this student from others.

Please complete this form and return to the applicant in a sealed envelope by _____.

Letter of Recommendation Guide

APPLICANT'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 \$1,000 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 _____ Email Address _____

Signature _____ Date _____

Please provide one copy of a typewritten letter of recommendation on letterhead in a sealed envelope that gives a description of the applicant as a motivated individual who plans to attend a post-secondary institution.

GUIDELINES FOR RECOMMENDATION

- Provide an assessment of the applicant'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 applicant'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 applicant 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 applicants.

Please return this form and two copies of your letter of recommendation on letterhead in a sealed envelope to the applicant by _____.

C-CAP Competition Contract

In order to apply for entry into the *C-CAP Cooking Competition for Scholarships*, this contract must be signed and dated by the applicant, his or her parent/guardian, and the applicant's competition instructor-trainer.

I, _____, understand that:
Competitor Name

Your initials:

- _____ The *C-CAP Cooking Competition for Scholarships* application is the first step towards consideration for a C-CAP scholarship. I 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, tourism, and nutrition**. Further restrictions may apply as listed on written materials provided by C-CAP.
- _____ If I do not meet the requirements for a scholarship, I understand that I am not eligible for that opportunity.
- _____ C-CAP will determine the results of each competition based on the criteria as they are listed in the C-CAP application.
- _____ Participation in previous C-CAP programs and activities does not guarantee acceptance into the preliminary competition or the final competition; nor does it guarantee that I will earn a C-CAP scholarship.
- _____ I must meet all competition-related deadlines, RSVP's, and confirmation dates. I must attend all mandatory competition-related events and activities; I must arrive on time and be properly prepared to participate.
- _____ I must attend all practices that C-CAP and/or my instructor-trainer schedule. Additionally, I understand that I am expected to practice at home.
- _____ I must treat the C-CAP office, staff, equipment, fellow students, alumni, and C-CAP property with respect.
- _____ Neither acceptance into the final competition nor participation in the final competition guarantees that I will earn a C-CAP scholarship.
- _____ I understand that C-CAP may share parts of this application with its post-secondary educational partners. If awarded a scholarship, I give C-CAP permission to share my contact information with the donor of that scholarship.
- _____ C-CAP and/or my instructor-trainer have the right to remove me from the competition for reasons including, but not limited to, non-compliance with the terms of this contract.
- _____ If I am not selected to compete in the preliminary competition and/or the final competition, I understand that I am still eligible for future C-CAP programs and services.

By signing this contract, I agree that I have read and understand the above terms and requirements of the *C-CAP Cooking Competition for Scholarships*. I understand what is expected of me and I commit to fulfilling C-CAP's requirements.

Applicant Signature _____ **Date** _____

I understand what is expected of the applicant and his/her commitment to fulfill C-CAP's requirements as listed above. By signing this contract, I am permitting C-CAP to contact me directly in the event that the applicant doesn't meet stated expectations or is in jeopardy of comprising their eligibility for the competition and/or potential scholarships.

I understand that C-CAP may share parts of this application, including my contact information, my essay, and my high school transcript, with our post-secondary scholarship partners.

Parent/Guardian Signature _____ **Date** _____

Competition Trainer Signature _____ **Date** _____

STUDENT MEDIA RELEASE



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

Financial Aid Eligibility Information

U.S. Citizens are eligible for Federal Financial Aid provided they complete the Free Application for Federal Student Aid (F.A.F.S.A.). If you are not a citizen, please read the information below to determine if you are an "Eligible Non-Citizen" who may receive financial aid from the Federal Government.

If you are not eligible to receive financial aid from the Federal Government, you may still qualify for state aid, in-state tuition, and as well as scholarship opportunities. You will be eligible for cash scholarships from C-CAP.

Check with your college or career school's *financial aid office* for more information. You are considered an "eligible noncitizen" if you fall into certain categories, such as the ones listed below:

1. You are a
 - U.S. national (includes natives of American Samoa or Swains Island) or
 - U.S. permanent resident with a Form I-551, I-151, or I-551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card), also known as a "green card."
 - 2. You have an Arrival-Departure Record (I-94) from U.S. Citizen and Immigration Services (USCIS) showing*
 - "Refugee,"
 - "Asylum Granted,"
 - "Cuban-Haitian Entrant,"
 - "Conditional Entrant" (valid only if issued before April 1, 1980), or
 - "Parolee" (you must be paroled for at least one year, and you must be able to provide evidence from the USCIS that you are in the United States for other than a temporary purpose with the intention of becoming a U.S. citizen or permanent resident).
2. You hold a T nonimmigrant status ("T-visa") (for victims of human trafficking) or your parent holds a T-1 nonimmigrant status. Your college or career school's financial aid office will ask to see your visa and/or certification letter from the U.S. Department of Health and Human Services.*
3. You are a "battered immigrant-qualified alien" who is a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act (VAWA).*
4. You are a citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau. If this is the case, you may be eligible for only certain types of federal student aid:
 - Citizens of the Republic of Palau are eligible for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Work-Study.
 - Citizens of the Federal States of Micronesia and the Republic of the Marshall Islands are eligible for Federal Pell Grants only.

*To qualify for federal student aid, certain eligible noncitizens must be able to provide evidence from the USCIS that they are in the United States for other than a temporary purpose with the intention of becoming a U.S. citizen or permanent resident.

Certain Native American students born in Canada with a status under the Jay Treaty of 1789 may also be eligible for federal student aid.

*Adapted from: Federal Student Aid. <https://studentaid.ed.gov/sa/eligibility/non-us-citizens>
Accessed 7/16/18*