CHECK SHEET FOR RECIPE WRITTEN IN STANDARD FORM

I. Does Your Recipe Have All of These Parts?  
   a. Name of Recipe
   b. Complete list of ingredients  
      Size cans, packages, cans, etc. given  
      EX: 10 oz box chopped frozen spinach NOT  
      Spinach, box of spinach or frozen spinach
   c. Description for combining all ingredients

II. List of Ingredients
   a. Ingredients are listed in order in which they are used
   b. Ingredients listed as they are measured, i.e. the word describing is in the correct place. EX: 1/4 cup chopped onion, not 1/4 cup onion chopped.
      EX: 1 green pepper, chopped, not 1 chopped green pepper
   c. Measurements given in common fractions  
      i.e. 1/4 cup, 2 tablespoons, 1 teaspoon
   d. All measurements are spelled out, not abbreviated. EX: cup, teaspoon, tablespoon, size can, etc. (i.e. 4-ounce can)
   e. Avoid brand names. Include complete description of ingredients, i.e. low-fat, packed in syrup, reduced fat, etc.

III. Directions
   I have...........
   a. Used clear instructions for every step of combining and cooking the ingredients
   b. Used short, clear sentences
   c. Used the correct word to describe combining and cooking processes
   d. Stated the size of pan
   e. Give temperature and cooking time
   f. Included the number of serving or how much the recipe would make
Example Recipe

4-H Shamrock Salad

6 ounce package lime gelatin
2 cups boiling water
1 cup lemon-lime soda
8-ounce package cream cheese, softened

½ teaspoon vanilla
½ teaspoon lime juice
6-ounce can mandarin oranges, drained
8-ounce can pineapple tidbits, drained
2 cups green grapes, halved, seeded

2 cups chopped celery

½ cup chopped pecan

8 ounce carton frozen low-fat whipped Topping, thawed
3-ounce package lime gelatin
1 ½ cups boiling water

(not just 1 package lime gelatin)
(not just 1 package/what kind? Low fat, Fat free, etc.)
(always include size)
(not just grapes also color/kind? Red, concord, green)
(not 2 cups celery chopped – you must chop the celery to measure it, so chopped must be written first)
(are you measuring the pecans before or after chopping? The way it is written here indicates chopping first)
(indicate low-fat, fat-free, etc.)

Dissolve the 6-ounce package lime gelatin in 2 cups boiling water. Stir in 1 cup lemon-lime soda. Combine this with cream cheese, vanilla, and lime juice in blender, and process until smooth. Pour blended mixture into bowl. Stir in all fruit, celery and pecans. Fold in three-fourths carton whipped topping. Pour into 13x9x2 inch pan. (Note size of pan is listed) Chill until firm; then cut whole pan into 8 equal sized portions.

To make the 4-H Shamrock gelatin jiggles, dissolve the 3-ounce package lime gelatin in 1 ½ cups boiling water. Pour into shallow pan, 24x16x1 inches. Chill until set. Cookie cut the jiggler gelatin into 4-H Shamrock shapes. Serve salad squares on lettuce-lined plate. Top with 4-H Shamrocks. Garnish with remaining whipped topping. Chill until serving time. May add other garnishes to serving try for color variety. Yield 8 ½ cup servings. (Note number of servings is listed)