RECIPE SUBMISSION CHECKLIST

Tips for Success

I. Does Your Recipe Have All of These Parts?
   a. Name of Recipe
      Yes    No
   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
      Yes    No
   c. Description for combining all ingredients
      Yes    No

II. List of Ingredients
    a. Ingredients are listed in order in which
       they are used
       Yes    No
    b. Ingredients listed as they are measured,
       i.e. the word describing is in the correct
       place. EX: ¼ cup chopped onion, not ¼
       cup onion chopped.
       Yes    No
       EX: 1 green pepper, chopped, not 1 chopped
           green pepper
       Yes    No
    c. Measurements given in common fractions
       i.e. ¼ cup, 2 tablespoons, 1 teaspoon
       Yes    No
    d. All measurements are spelled out, not abbreviated.
       EX: cup, teaspoon, tablespoon, size can, etc.
       (i.e. 4-ounce can)
       Yes    No
    e. Avoid brand names. Include complete description
       of ingredients, i.e. low-fat, packed in syrup, reduced
       fat, etc.
       Yes    No

III. Directions
     I have...........
     a. Used clear instructions for every step of combining
        and cooking the ingredients
        Yes    No
     b. Used short, clear sentences
        Yes    No
     c. Used the correct word to describe combining
        and cooking processes
        Yes    No
     d. Stated the size of pan
        Yes    No
     e. Give temperature and cooking time
        Yes    No
     f. Included the number of serving or how
        Much the recipe would make
        Yes    No
Recipe Example

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 pecans

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 jigger 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)