CHECK SHEET FOR RECIPE WRITTEN IN STANDARD FORM

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
Example Recipe

4-H Shamrock Salad

6 ounce package lime gelatin  (not just 1 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  (not 2 cups celery chopped – you must chop the celery to measure it, so chopped must be written first)

½ cup chopped pecan  (are you measuring the pecans before or after chopping? The way it is written here indicates chopping first)

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