



# RECIPE COLLECTION SHEET

For office use only	Recipe No.
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Category \_\_\_\_\_

Recipe Title \_\_\_\_\_

Submitted By \_\_\_\_\_

**INGREDIENTS:** Use abbreviations: pt. qt. pkg. env. c. ctn. tsp. T. oz. lb. gal. doz. sm. med. lg.

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**DIRECTIONS:** \_\_\_\_\_

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## INSTRUCTIONS

- Print **NEATLY** or **TYPE**, and place only **ONE RECIPE** per form.
- If more room is needed, use another sheet of the same size and staple together.
- Please **WRITE LEGIBLY**, as this will greatly reduce errors.
- List all ingredients in order of use in ingredients list and directions.
- Include container sizes, e.g., 16-oz. pkg., 24-oz. can.
- Keep directions in paragraph form – not in steps.
- Use names of ingredients in the directions, e.g., “Combine flour and sugar.” **DO NOT** use statements like, “Combine first 3 ingredients.”
- Include temperatures and cooking, chilling, baking, and/or freezing times.
- Be consistent with the spelling of your name for each recipe you contribute.

Use standard abbreviations:	
C.-cup	pkg.-package
Pt.-pint	oz.-ounce
Tsp.-teaspoon	gal.-gallon
T.-tablespoon	qt.-quart
Lb.-pound	lg.-large
Doz.-dozen	med.-medium
Env.-envelope	sm.-small

- |                                     |                            |
|-------------------------------------|----------------------------|
| • <b>Appetizers &amp; Beverages</b> | <b>Healthy &amp; Fit</b>   |
| <b>Soups &amp; Salads</b>           | <b>Casseroles</b>          |
| <b>Vegetables &amp; Side Dishes</b> | <b>Slow Cooker Recipes</b> |
| <b>Main Dishes</b>                  | <b>Breads</b>              |
| <b>Desserts</b>                     | <b>Cookies &amp; Candy</b> |

Dear Friend,

Our organization is preparing a custom cookbook featuring favorite recipes from our members. These cookbooks will be professionally published and contain special pages of interest, a table of contents, an index, helpful cooking hints, and recipe category dividers. It is sure to be treasured for years to come. Please submit 3–5 of your favorite recipes so you can be represented in our group’s cookbook. Follow the instructions above. Your name will be printed with each of your recipes. Your help in contributing recipes will ensure that our cookbook will be a big success. We anticipate a great demand for our cookbooks, and we want to be certain to order enough. You can reserve one or more for yourself and your family at this time to be assured of receiving them.

Please reserve \_\_\_\_\_ cookbook (s) for me.

Name \_\_\_\_\_

Phone \_\_\_\_\_

P.S. Please submit your recipes to the committee by emailing us at [fitnesscenter@ebacc.comcastbiz.net](mailto:fitnesscenter@ebacc.comcastbiz.net) or drop off at the East Berlin Fitness Center by February 21, 2012 so we can meet our deadline. Thank you!

**Cookbooks will be available for sale for Mother’s Day.** Sales benefit EBACC & fitness Center.

(Recipes submitted for publication are at the discretion of the cookbook, committee)