



IADC
FOUNDATION

Fundraiser Cookbook

Recipe Submission Guidelines

- Please write instructions simply.
- Please use these standard abbreviations when writing amounts:

c. – cup	pt. – pint	tsp. – teaspoon	tbsp. – tablespoon	lb. – pound
doz. – dozen	env. – envelope	pkg. – package	oz. – ounce	gal. – gallon
opt. – optional	reg. – regular	qt. – quart	lg. – large	med. – medium
sm. – small	ctn. – carton/container	ml. – milliliter	l. – liter	fl. oz. – fluid ounce
g. – gram	in. – inch	ft. – foot	cm. – centimeter	m. – meter

- When referencing stove instructions, please reference high/medium/low heat and use terms such as simmer and boil in relation to heating liquids.
- We are not standardizing the entire book to one type of measurements or temperature. Please maintain your recipe in its existing US or metric measurements and temperature in its existing Fahrenheit, Celsius or Gas Mark. We will have conversion charts within the book to assist the user if they need to convert. Please be sure to mark your oven temperature so it is clear to the user what is being used:

GM - Gas Mark	°F – Degrees Fahrenheit	°C – Degrees Celsius	Th – Thermostat (French)	Stufe – Gas Mark (German)
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- If you are using a reference to a “cup” of dry goods, if possible add a measurement of weight as well. (For example, a cup of flour and a cup of salt weigh different amounts, and those in countries where “cup” is not a common measurement may have trouble with the recipe as standard conversion charts to weight won’t be precise.)
- If you are noting an amount and container size, please separate with parentheses (for example, 2 (16 oz.) pkg.).
- Please list ingredients in the order used (if possible).
- Be clear and include all times and temperatures for cooking, chilling, freezing, mixing, etc.
- If it is a recipe that you are writing down for the first time, we encourage you to have someone else you know test it after it is written to make sure it is clear and works correctly before submitting it.