

Brookdale PTA Cookbook Fundraiser

The Brookdale PTA is harnessing all the extra time we have at home right now to create a community cookbook. Our goal is to create a beautiful book with over 150 recipes that represent our active and diverse community. Proceeds from the sale of the cookbooks will help fund various PTA activities. The completed books will be delivered by Mother's Day and will make a great gift. There are several ways you can participate!

1. **Contribute recipes.** Add your family favorite, quick and easy, special occasion, or holiday recipes to the book. Everyone can contribute – teachers and staff, guardians, grandparents, parents, and even our students! Details on how to contribute recipes are below.
2. **Participate on the committee:**
 - a. We will need proofreaders for all the delicious recipes. You will correct minor errors and reach out to contributors for clarification as needed. The time frame for proofreading will be mid-January to mid-February.
 - b. We will also need help with cookbook sales (mid to end of February) and distribution (in May). If interested in helping, please contact Carol Gaines at carolg12795@gmail.com
3. **Purchase a book(s).** You don't have to have a recipe in the book to purchase. The books will become a useful kitchen go-to, and a treasured memory. These will make a great Mother's Day gift for all the moms and grandmothers out there. Dads and grandfathers will also enjoy a copy.



HOW TO CONTRIBUTE RECIPES

Recipes can be added to Typensave starting now and ending on February 14.

1. Go to www.typensave.com and click Login.
2. Enter the Username: **brookdalepta**
3. Enter the Password **lettuce358** and click **Submit**.
4. Enter your name and email and click Continue.
5. Click Add Recipes and begin adding your recipe. Don't log out in the middle of entering a recipe; you will not be able to go back in and change it. You must preview before you save your recipe. If you click save first, you'll get a popup reminder. Make sure that once you preview, you click the save button; it will not autosave.

RECIPE WRITING TIPS

- When adding recipes, review the "Tips" and use the standard abbreviations.
- Only enter 1 ingredient per line.
- List ingredients in order of use in the ingredients list and directions.
- Include container sizes (e.g. 16 oz pkg., 24 oz can)
- Write directions in paragraph form, not steps.
- Use names of ingredients in the directions, e.g. "Combine flour and sugar". DO NOT use statements like "Combine first three ingredients".
- Include temperatures and cooking, chilling, baking and/or freezing times.
- Additional comments about the recipe (history, suggested uses) can be added to the "Recipe Note" field.

HOW TO BUY A COOKBOOK

Orders and payments must be made before we send the book to be published. Place your order starting now and ending February 21. All payments due February 26.

1. Go to <https://www.signupgenius.com/go/20f0848aea82ea3f58-brookdale>
2. If you don't have an account with Sign Up Genius, then create one.
3. Click the green Sign Up button
4. Then Sign Me Up by entering your name and email address. In the text section write in how you will pay for example "pay cash or check to the PTA" or "pay electronically" on the Brookdale PTA website (a small processing fee will be added).
5. Enter how many books you will be buying from the drop down.
6. Sign up will close on February 21.
7. Make a payment. Full payment will be due by February 26. If payment is not received, your order will be removed.
 - a. Drop a check or cash off at Brookdale. Make the check payable to Brookdale PTA, drop off in the vestibule in an envelope with "PTA Cookbook" written on the outside. The PTA will not be responsible for lost cash.
 - b. Or, go to the PTA website and "Make a Donation". Pay for all the books purchased. A processing fee will be added to your total.

A notification will be sent out when the books are ready to be picked up/distributed.

Brookdale PTA Cookbook Questions and Answers

Do I have to sign up somewhere to add recipes?

No, there is no sign up, but you will need to register with Typensave. Just go to Typensave's website and add your recipes.

How many recipes can I contribute?

You and your family can contribute as many as you like. Be sure your recipes are original and not copied from another source. We would recommend about 3-6 per family. We will not guarantee that all recipes will be included, but we will do our best to have a book with a wide variety of contributions.

Can my kids add recipes to the book?

Yes! You may need to assist with typing the recipe in to Typensave, but otherwise it's their recipe with their name included in the book.

Can grandparents contribute recipes?

Yes! Provide them with the same login information.

Can I copy my favorite recipe from a cookbook or website?

Please do not copy a recipe from a published source. But if you have modified a recipe to make it unique, that would be fine.

Can I contribute a recipe from my cultural background?

Yes! In fact, we would encourage it. You may add a note that can be used to provide the backstory for how your family enjoys the food.

Will teachers and staff be adding their recipes?

Yes! This is a community book and teachers and staff will contribute, too.

Will photos be included with the recipes?

No, we will not be adding photos to our cookbook.

What will the cookbooks look like?

They will be hardcover, spiral bound books with cover and divider designs created by our own PTA members. The company that we are using as our printer has very nice page and recipe formatting options. An average of three recipes will be on each page. Our goal is to have at 150-300 recipes. Best of all, they will reflect our community's diversity and uniqueness.

How much will the cookbooks cost?

We estimate they will cost \$17 each. The final price will be determined soon.

If I contribute a recipe, do I have to buy a cookbook?

No, there is no requirement to purchase a book if you have recipes in it.

When can I buy the cookbook?

Now! Signups are now open. All books must be pre-ordered and paid in full before we submit the order for publishing. See details in the [How to Buy a Cookbook](#) section. Delivery will be before Mother's Day.

Can you guarantee that the books will be delivered by Mother's Day?

We can't guarantee it, but we are going to do our best to make it happen.

