

**OPERATIONS MANUAL
CHAIR of the FOOD SCIENCE AND TECHNOLOGY
COLLEGE BOWL COMPETITION**

The Chair of the Food Science and Technology College Bowl Competition is appointed. The responsibility of the Food Science and Technology College Bowl Competition Chair is to direct the competition and the activities associated with it. The duties include, but are not limited to, the following:

1. Organize and conduct the National Competition.
2. Send the questions, to arrive at least five days prior to the Area Competition, to each Area Representative for the Area Competitions. Although each Area Competition will be conducted by the Area Representative, it is governed by the National Chair. Area Representatives are not to open the sealed envelope until they are in the presence of the moderator and the judges. Three copies of all questions on 8 ½ X 11 sheets will be available for review by the judges prior to the beginning of the competition, and for use by the judges during the competition.
3. Solicit, categorize and record questions as stated in the Rules and Guidelines of the Competition.
4. Have new questions screened and edited by panel of university faculty (different schools or knowledgeable leaders from industry and regulatory agencies/organizations)
5. Submit any Competition Rule changes, approved by the IFTSA Executive Committee at the July Executive Committee meeting, to the Secretary no later than August 1. Any Competition Rule changes not submitted to the IFT office by August 1, will not take affect until September 1 of the following year.

Deadlines for the Chair of the College Bowl Competition

(Note: Some deadlines may be changed depending on Annual Meeting dates.)

Entire Year - Gather and classify questions.

Aug. 1 Contact Area Representatives to offer assistance in conducting Area Competitions, and to solicit questions.

Contact Student Representatives to IFT Divisions to remind them that 25 questions, from anywhere in the area of expertise of their Division, are due November 1. Copy Division Chairs and Newsletter Editors.

Sept. 1 Contact the Department Head of each Student Chapter asking them to encourage participation at their institution. Also, ask him/her to financially support the team throughout the competition. (Departmental addresses are available from the IFT Director of Field Services).

Recruit a panel of reviewers from different universities, governmental agencies, or qualified members of the food industry to review and edit new questions, as well as update the existing database.

Sept. 15 Send mid-year report to the IFTSA Secretary; continue soliciting questions from Divisions, and alternative sources.

Oct. 15 Transmit all new questions to editing panel.

Nov. 15 Receive results from editing panel.

Throughout

Spring Send the questions, to arrive at least five days prior to the area competition, to each area representative for the area competitions. Also send three copies of all questions on 8 ½ X 11 sheets for review by the judges prior to the beginning of the competition, and for use by the judges during the competition.

Feb. 1 Transmit new questions to editing panel.

Mar. 1

- Receive results from editing panel.
- Invite the IFT President to serve as moderator, if desired; contact referee judges, plus alternates to participate in the national competition.

(Must know date, time, place, etc. of competition prior to recruitment)

Apr. 1 Transmit any additional new questions to the editing panel.

May 1

- Receive results from editing panel.

- Contact IFTSA President-elect to confirm that information will be sent to be included in the Welcome Assembly/College Bowl Finals Program.
- Contact the Area Representatives for the names of the Area Competition winners, and communicate this information to the IFT Staff. Make arrangements to have a sign made for promotion of the event to be displayed at the student booth at the Annual Meeting.
- Construct name plates for teams and the members for identification to the audience and officials. The team name plate should be positioned in front of the table for that team. (May be handled by sponsor.) Contact Director of Field Services to have equipment for the competition shipped to the Annual Meeting.
- Instruct the Area College Bowl team winners that their pictures will be put on Wheaties cereal boxes. Teams will need to contact the General Mills Recruitment Manager and send a team photo. The photo needs to be 3"X5", 4"X6" or 5"X7".
- Contact Manager of Recruitment at General Mills and arrange to have General Mills flag displayed as the sponsor at the College Bowl Competition.

- May 15**
- Supply each judge and the moderator with a copy of the questions and their answers which will be used in the National Competition. Ask for comments.
 - Prepare and print program for National Competition when information is received from the President-elect. Ship to the Annual Meeting, and distribute at the Welcome Assembly. (500 copies should be sufficient)..
 - Send Final Report to the IFTSA Secretary. In it, make recommendations, when necessary – particularly pertaining to the Rules and Guidelines of the Competition and Duties and Deadlines.

- June 1** Receive editing changes from National Competition judges.

Chair's Responsibilities at Annual Meeting

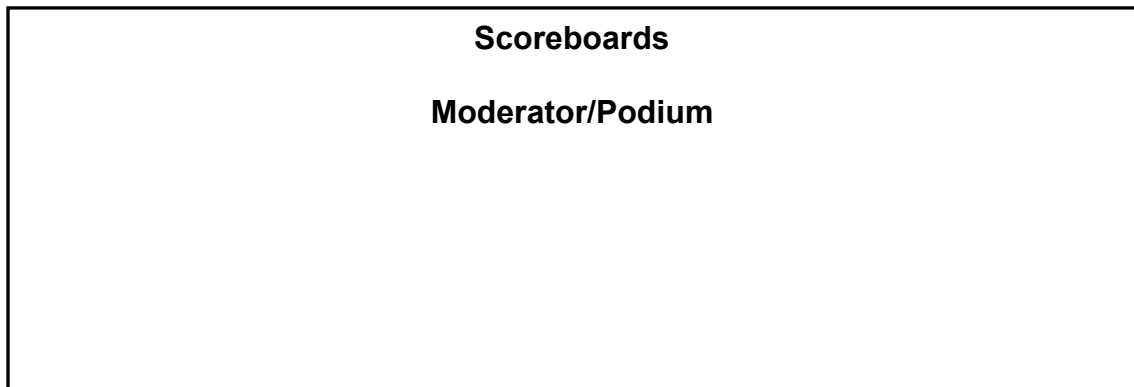
- Set up the room for the Welcome Assembly and College Bowl Competition. This includes hooking up the equipment for the Competition and displaying banners (signs of appreciation, etc.) IFT Support Staff should be available to assist you.
- Present Area plaques to winners during SA Welcome Assembly
- Coordinate College Bowl Competition
- Tear down the room after the Competition is finished. Equipment should be packed up and moved to designated place for pick-up and shipment back to IFT office.
- Arrange for sponsors to present the checks to the winner and runners up at the Phi Tau Sigma Awards Breakfast. Coordinate presentation w/ PTS Exec Director.
- Post Competition: Arrange with IFT Director of Field Services or corporate sponsor to have plaque engraved and sent to winning institution.

College Bowl Room Set up and Additional Supplies

Supplies:

1. 48' wide X 24' Deep Stage, draped with access stairs on both sides
2. Four 6' tables draped (two on each side -- see diagram) with two chairs at each table (total of four chairs on each side)
 - a. Eight microphones -- two on each of four tables
 - b. Water service on tables with stack of plastic glasses
 - c. Four notepads and pencils at each set of tables
 - d. Nameplates for teams
 - e. Nameplates "Team Captain" to be used in each round
3. Floor podium with microphone AND lavalier microphone
 - a. Water service on podium
4. Three 6' tables on floor facing stage with five chairs total
 - a. One microphone on tables on floor
 - b. Water service on table
 - c. Three notepads and pencils
 - d. Timer or stopwatch
5. Three 120 volt extension cords from stage to judges table

STAGE SET UP



X X X X X

AUDIENCE

Food Science and Technology College Bowl Awards PLAQUES, CERTIFICATES AND AWARDS

Procedures

All plaques and certificates are shipped to the IFT Headquarter hotel. The Student Association President is responsible for the pick-up and distribution of all plaques and certificates for Student Association sponsored events at the Annual Meeting unless otherwise noted below.

Award	Responsibility/Funding Distribution
Funding for Area winners' travel (\$1,000 per team)	IFT Staff/Sponsor Prior to Annual Meeting
Plaques for Area winners	IFT Staff/SA Budget College Bowl
Plaque for winner	Sponsor After Annual Meeting
Checks for 1st (\$1,000) and 2nd (\$750)	Sponsor Phi Tau Sigma Breakfast

Funding

	SA Funds	Sponsor funds
6 Travel Grants @ \$1,000		\$6,000.00
1 st Place \$1,000		\$1,750.00
2 nd Place \$750 (Plus Award Plaque to winner)		\$750.00

Sponsor

Ms. Jamie McCarthy
General Mills Inc., JFBTC
9000 Plymouth Avenue N.
Minneapolis, MN 55427
Phone: 763/764-2780
jamie.mccarthy@genmills.com

Final Report -- Food Science and Technology College Bowl

Year

Committee Chair

1. Participants

Area	School	Team Members
North Atlantic		
Midwest		
South Central		
West		
North Central		
South East		

2. Judges

Names	Affiliations

3. Match Winners (From order of play example sheet)

Match	Winner	Match	Winner
1		7	
2		8	
3		9	
4		10	
5		11	
6			

Final Report -- Food Science and Technology College Bowl Cont...

	<i>Year</i>	<i>Committee Chair</i>
3. Expenses	Copies	\$ _____
	Postage	\$ _____
	Miscellaneous (itemize)	\$ _____
	TOTAL	\$ _____

4. Please provide any comments or suggestions you have that will help your successor fulfill their responsibilities.