

Mission Statement

Engineering students are challenged throughout their college careers to network through various organizations such as The Texas Society of Professional Engineers (TSPE), The American Society of Civil Engineers (ASCE), Engineers Without Borders (EWB), and The Institute of Transportation Engineers (ITE). The Engineering BBQ Cook-off fundraiser presents a great opportunity for graduate and undergraduate students to socialize with professional engineers and future employers in a fun and casual setting. This student hosted fundraising event will provide valuable networking and promotional opportunities for both student organizations and competing firms. The following student chapter organizations are collaborating to host this event and raise funds for various projects and materials:

Texas Society of Professional Engineers (TSPE)

The Texas Society of Professional Engineers is an organization that aids in promoting and protecting the professional engineering license. As part of this effort the TSPE student chapter provides study material for its members in preparation for the Fundamentals of Engineering Exam; the first step in pursuing a professional license. TSPE will be using the funds raised for study material for its members, in addition to hosting monthly meetings with professional engineers as guest speakers.

Institute of Transportation Engineers (ITE)

The Institute of Transportation Engineers provides opportunities in networking, education and community service. Being involved with the UTSA ITE student chapter allows students to attend regional and national conferences, provide training courses for programs such as Microstation and Synchro, and compete in the annual Traffic Bowl competition. This fundraiser will help ITE make all this possible.

American Society of Civil Engineers (ASCE)

The American Society of Civil Engineers' student chapter strives to provide their members with a social and interactive atmosphere. Members are given the opportunity to gain valuable learning experiences by competing in projects such as steel bridge and concrete canoe. These competitions allow students to integrate their classroom knowledge to technical application. The funds raised from this event will assist students to achieve goals set by competing in these events.

Engineers Without Borders (EWB)

Engineers Without Borders help develop sustainable community-driven programs at an international and domestic level to assist communities in need. EWB is currently implementing a potable water system for a rural community in Viña Vieja, Peru. Students have the opportunity to apply their education and earn experience with project management and logistics. The transformative experiences created by making a difference with less fortunate people, make EWB students responsible and globally aware leaders. All efforts and funds collected are geared towards making EWB's current, and future, projects a reality.

Time and Place

The Fifth Annual Engineering Barbeque Cook-Off will begin setup on **Friday, October 26th at 12 P.M. and end Saturday, October 27th at 5 P.M.** This two-day event will take place at the **Helotes Festival Grounds located at 12210 Leslie Rd, Helotes, Texas 78023.**



Competitor and Sponsorship Packets Enclosed

If you are interested in contributing to our organization success and would like to be a competitor or sponsor, the following packets are available. Thank you for your valuable time and consideration.

Appendix A - Sponsorship Package Options Appendix B - Competitor Package Appendix C - Donation Package

Appendix A: Sponsorship Options

ASCE, EWB, ITE, and TSPE are non-profit UTSA student organizations. Each of the student chapters hold their own fundraising events and the funds collected are used for the advancement and development of each organization's respective vision. We have partnered up for this event to promote our cause on a broad scale and bring us closer to our goals.

If you are unable to register for the competition but would still like to be a part of our success, please consider the following donation levels:

Gold \$1000

- 10 T-shirts / 10 Wristbands
- Company logo on event T-shirt
- · Company logo on event backdrop
- · Company logo on event flyers and website

Silver \$600

- 6 T-shirts / 6 Wristbands
- Company logo on event backdrop
- Company logo on event flyers and website

Bronze \$400

- 4 T-shirts / 4 Wristbands
- Company logo on event flyers and website

Sponsorship + Marketing Booth \$150

Marketing booth space may be added to any sponsorship option and will be available <u>Saturday</u>, <u>October 27th from 10:00 am - 2:00 pm</u>.

**This item is not available for tax exemption. If you would like to add this to your sponsorship package, a separate check for the amount will need to be made.

Deadline for all sponsorship opportunities is September 14th.

Company logo on event t-shirt, flyers and backdrop will only be guaranteed if paperwork and payment are received before 5:00 pm September 14th.

Appendix A: Sponsorship Form

Submission Deadline- September 14th, 2018

| Company Name: | | |
|----------------------|--------|--------|
| Sponsorship Option: | | |
| Primary Contact #: | | |
| Primary Email: | | |
| Secondary Contact #: | | |
| Secondary Email: | | |
| Address: | | |
| City: | State: | _ Zip: |
| Shirt Sizes | | |

All marketing equipment such as tents and tables must be provided by sponsors. Please provide us with Brand Name and Logo in png or vector format.

Checks and Cash accepted only.

Mail Checks to: Dr. Manuel Diaz One UTSA Circle San Antonio, TX 78249

Sponsorships & donations payable to "UTSA" with "BBQ Cook-Off" on memo line. Contributions are tax deductible and forms are available upon request.

Rules and Regulations

Registration:

There is an entry fee of \$500 per team to be paid with submission of registration form. A team will consist of a Grill Master and up to three Assistant Chefs. Completed registration, including form and entry fee, must be submitted no later than August 31st, 2018. Teams will receive four complimentary event t-shirts and four wristbands. Additional t-shirts and wristbands will be available for purchase.

Setup:

Participants of the BBQ Cook-off will set up between 12 P.M. and 6 P.M. on Friday October 26th, 2018. Teams are permited to start cooking upon arrival and meat inspection. **Teams cannot begin meat prep until the meat has been inspected.**

Grilling Stations: Once team registration form and payment has been received, teams will have the option of choosing either a pre-set open area or covered booth and will have the opportunity to select their prefered location. The stations will be <u>first come</u> <u>first serve</u>. To assure all team's comfort throughout the event, please keep in mind the team's grill size when selecting grilling station. If grill size imposes on a neighboring site, team may be subject to relocation by event staff. Map and photos of site options are available on our website at *engrbbqcookoff.com*.

Introductory Meeting:

A mandatory team meeting will be held on Friday, October 26th, at 7:00 P.M. at The Helotes Festival Grounds. Competition will begin after the meeting and an itinerary for Saturday's events will be issued at this time.

Parking:

General parking will be provided by the Helotes Festival Grounds. Competitors and judges will have a designated parking area closer to the entrance.

Alcoholic Beverages:

<u>ABSOLUTELY NO OUTSIDE ALCOHOLIC BEVERAGES ARE PERMITTED</u> on competition grounds due to TABC Regulations imposed on the establishment. All alcoholic beverages must be purchased from the vendor located on the Helotes Festival Grounds. Alcohol consumption is <u>PROHIBITED</u> from 2:00 A.M. to 8:00 A.M. Excessive use of alcoholic beverages will be grounds for disqualification, with no refunds of entry fee(s).

Equipment:

The Helotes Festival Grounds are equipped for teams to have access to outlets and running water. All competitors will be provided with sampling plates for judges. Each team will be responsible for supplying public sampling plates, canopies, tables, chairs, extension cords and any other supplies needed for their team set up. Teams will be allowed to market their company (hand out business cards, fliers, company merchandise, etc.). We simply ask that you respect our patrons, employees and property while doing so.

Pit Requirements:

Acceptable pits will include any commercial, homemade, trailered, or un-trailered pit or smoker and may include gas or electricity for use to ignite natural wood or wood products only. All fires for cooking meat must be wood, wood products (charcoal), or wood pellets. No gas or electric cooking heat will be allowed. <u>NO OPEN/GROUND FIRES ARE PERMITTED</u>.

Sanitation:

Cooks are to prepare and cook in a safe and sanitary manner. When preparing all food, no bare hand contact of ready to eat food may occur. Food service gloves must be worn at all times while preparing food. Cooking conditions are subject to inspection by judging committee.

Each team must have a good supply of clean towels, paper towels, and cleaning supplies (such as Clorox water, sanitizing wipes or sanitizing cloths) in order to keep all food preparation surfaces clean at all times.

Do not dump anything on to the ground. Use trash containers for disposal of all grease, charcoal ash, and food and paper waste. Infractions identified by judging committee shall be immediately corrected. Otherwise, team may be subject to disqualification.

A Helotes health inspector will be on site Saturday morning to inspect all teams. Ensure all rules are followed as <u>the health inspector has the authority to disqualify any team deemed unfit to compete.</u> Teams are responsible for understanding and complying with all sanitation and health regulations. Please carefully read and fill out the "City of Helotes Temporary Food License" form located at the end of this packet and submit along with team registration. Disregard the fee mentioned in the document as it will be paid for by The Engineering BBQ Cook-Off committee.

BBQ Categories:

- Chicken
- Ribs
- Brisket

Cooking Specifications:

All meat will be cooked on site. All cooking of the meat shall be done within the team's assigned cooking area. No pre-marinating, pre-soaking, or pre-spicing prior to start time. Meat will be inspected at Check-In. Meat may be pre-trimmed before inspection. Random inspections may be performed to assure that no meat is prepared prior to the official start time of the competition. Meat will be prepared within the time constraints of the cook-off site. Start time will begin after all meat has been inspected. Cooks can begin to spice/marinate after their meat has been inspected.

All meat must be kept on ice or refrigerated before being cooked. Holding temperature must be at 40 degrees (F) or below and meat must be completely covered with ice. Teams must have a meat thermometer and plenty of ice. Meats above 40 degrees (F) may be disqualified. Aluminum disposable pans for storing and serving samples are an easy and inexpensive option. Please limit your sample portions to 2 ounces or less.

Public Sampling:

All of the remaining meats will be sampled out by each team to the public for the People's Choice portion of the competition. Teams should expect and be prepared to serve around 400 guests. Samples may be served with a toothpick, portion cup, and/or sample boats.

Turn-in Times:

Turn-in times shall be announced at the introductory meeting and posted on site. The turn-in times, and rules will be given to the Grill Master. Brisket will always be the last turn-in. Teams will be provided with three 9" x 9" styrofoam food container where they will place each meat sample.

There will be a 10-minute window of opportunity for turning in your BBQ entries for each category. The Grill Master is responsible for knowing the scheduled turn-in times. Each team will be assigned a student representative to serve as runner for each meat entry. Entries will not be accepted before or after the designated 10-minute turn-in time.

Turn-In Quantities:

Each team will be given a 9" x 9" styrofoam food container without food divisions for ribs, chicken, and brisket. The following are the quantitative requirements designated for each category:

Brisket- Cooks will turn in eight (8) full slices, approximately 1/4 to 3/8 Full slices, in the official contest container.

Pork Spare Ribs- Cooks will turn in eight (8) pork spare ribs in the official contest container.

Chicken- Cooks will turn in one-half of a whole chicken, not dis-jointed, containing skin, breast portion, leg, thigh, and wing (with or without wing tip) in the official contest container.

The container must be able to be closed completely. If there is not enough individual pieces for each Judge to sample, the Judge(s) not having a piece to taste will give the contestant a score of 1 for all criteria and the Judges having samples will change their appearance scores to 1.

All of the remaining meats will be sampled out by each team to the public for the People's Choice portion of the competition. Samples may be served with a toothpick, portion cup, and/or sample boats.

No garnish is allowed, MEAT ONLY. Teams may be disqualified for the following:

- Presence of Garnish
- Excessive Sauce
- Foreign Objects

Judging Requirements:

Reasonable sample sizes must be provided to enable judges to render appropriate decisions. Samples must be provided for all judge members.

All contest entries will be judged in the following 3 categories: Appearance, Taste, and Tenderness.

A double-blind judging system will be used to assure that no Judge can identify the team's entry they are judging. Each team will be given an identical food container for each category entry; a 9 X 9 Styrofoam food container without food divisions.

Each food container bares the number of each individual team. The Grill Master will sign for the food containers and verify the number of their team is correctly placed on each individual container.

Food containers will be distributed to the Judges table by a contest representative.

Scoring:

Scoring will be based on appearance, taste, and tenderness. Contest entries will be scored using the following scoring system (2-9):

- 9 Excellent
- 8 Very Good
- 7 Above Average
- 6 Average
- 5 Below Average
- 4 Poor
- 3 Bad
- 2 Inedible

The weighing factors for the scoring system will be:

- Appearance (texture, color, fat to lean ratio, burnt meat) (15%)
- Taste (sauce too hot, mild or excessive vs. a pleasing blend of sauce and meat) (60%)
- Tenderness (moist and tender vs. dry and tough) (25%)

All judges will give a 1 in appearance for unapproved garnish or pooled sauce. All judges will give a 1 in all criteria for sculptured meat, a marked turn-in container, foreign object in container, or incorrect meat. All judges not receiving a sample will give a 1 in all categories and those judges having samples will change their appearance scores to 1 for that specific category.

* In the unlikely event of a tie score, the tie will be decided by the team with more votes in the People's Choice Category.

Awards:

Results will be announced at 4:00 pm on Saturday, October 27th.

Awards will be given to the winning teams for each of the following categories:

- People's Choice majority fan voted category.
- Judges a panel of appointed judges will be given a blind sample.
- Grand Champion combination of judged and fan voted score.

Deadline for competitor registration is August 31st.

All participants MUST vacate the Helotes Festival Grounds by Saturday, October 27th at 5:00 pm

Appendix B: Competitor Registration

Submission Deadline- August 31st, 2018

| Company Name: | | | | | |
|------------------------------------|--------|--------|--------|--|--|
| Grill Master: | | | | | |
| Primary Team Contact #: | | | | | |
| Primary Team Email: | | | | | |
| Secondary Team Contact #: | | | | | |
| Secondary Team Email: | | | | | |
| Address: | | | | | |
| City: | | | | | |
| Shirt Sizes: Grill Master | Chef 1 | Chef 2 | Chef 3 | | |
| Preferred Grill Site Options: Sit | e 1 | Site 2 | Site 3 | | |
| Estimated Barbecue Pit Dimensions: | | | | | |

I UNDERSTAND THAT NEITHER THE HELOTES FESTIVAL ASSOCIATION, ENGINEERING BARBEQUE COOKOFF, TEXAS SOCIETY OF PROFESSIONAL ENGINEERS (TSPE), AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE), INSTITUTE OF TRANSPORTATION ENGINEERS (ITE), ENGINEERS WITHOUT BORDERS (EWB), AND EACH OF THEIR RESPECTIVE PARENT, SUBSIDIARY AND AFFILIATED COMPANIES, AND ALL OF THEIR RESPECTIVE DIRECTORS, OFFICERS, SHAREHOLDERS, INCLUDING, WITHOUT LIMITATION, INDEPENDENT CONTRACTORS, IF ANY, RENDERING SECURITY SERVICES IN CONNECTION WITH THE COOK-OFF (COLLECTIVELY, THE "COOK-OFF PARTIES") ARE RESPONSIBLE FOR LOSS OR DAMAGE OF WORK, PERSONAL INJURY, OR PROPERTY DAMAGE, NOR WILL THE COOK-OFF CONTESTANT BE A PARTY TO LEGAL ACTION AGAINST THE COOK-OFF PARTIES. I HAVE READ THE DESCRIPTION OF THE FESTIVAL AND ITS RULES AND I AGREE TO ABIDE BY ITS TERMS.

Mail Checks to: Dr. Manuel Diaz One UTSA Circle San Antonio, TX 78249 Sponsorships & donations payable to <u>"UTSA" with "BBQ Cook-Off" on memo line</u>.

Checks and Cash accepted only. Contributions are tax deductible and forms are available upon request.

Signature: _____

Date: _____

Appendix C: Donation Form

ASCE, EWB, ITE, and TSPE are non-profit UTSA student organizations. Each of the student chapters hold their own fundraising events and the funds collected are used for the advancement and development of each organization's respective vision. We have partnered up for this event to promote our cause on a broad scale and bring us closer to our goals.

| Company Name: | | |
|--------------------|---------------|-----------------------------------|
| Primary Contact #: | | |
| Primary Email: | | |
| Address: | | |
| City: | State: | Zip: |
| Shirt Sizes: | | |
| | th "BBQ Cook- | <u>Off" on memo line.</u> nly. |
| Signature: | D | oate: |

| CITY + OF | City of Helotes Development Services | Application Date: | | | |
|--|---|-------------------|---|--|--|
| Helotes | Department P.O. Box 507 12951 Bandera Road Helotes, TX 78023 Phone (210) 695.8877 Fax (210) 695.2123 | LICENSE | OOD ESTABLISHMENT E APPLICATION Food Establishments | | |
| EVENT: | | | DATE: | | |
| NAME OF FOO | D BOOTH: | | | | |
| ORGANIZATIC | N/CONTACT PERSON: | | | | |
| ADDRESS: | | | | | |
| CITY: | | STATE: | ZIP: | | |
| PHONE #: | CEL | L PHONE #: | FAX #: | | |
| E-MAIL: | | | | | |
| LIST TYPES OF FOOD TO BE SOLD: | | | | | |
| | | | | | |
| - | | | | | |
| | | | | | |
| I certify, as the person responsible for this food establishment, that I am responsible for the safe handling and preparation of foods sold to the public during the event and will adhere to the REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS. | | | | | |
| PRINT NAME / ORGANIZATION: | | | | | |
| LOCATION WHERE FOOD PREPARED: | | | | | |
| (Foods prepared in a private home are not permitted.) | | | | | |
| Signature: | | | | | |
| NOTES: The Helotes Festival Association grounds' water system is not an approved public water system and cannot be used for drinking or preparing any foods. For the City's Fee Schedule and Code Regulations, please refer to www.helotes-tx.gov. | | | | | |
| FEE PAID: \$ | | | | | |
| HEALTH INSPI | ECTORS: <u>Lori Calzoncit</u> | / Monty McGuffin | | | |
| | | | | | |

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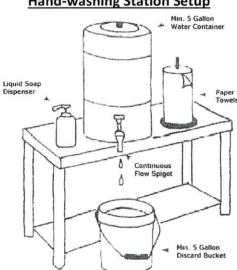
Requirements for Temporary Food Establishments

OPERATIONS:

Food and drink must be dispensed from a roofed concession stand. Charcoal cookers may be placed outside the stand and away from potential overhead contamination. Drink stands dispensing product in sealed containers do not require roofing. Impervious flooring shall be installed if the booth is not placed on concrete, rolled asphalt. or similar surface. Cardboard or carpet is not an acceptable floor covering. All toxic items (i.e. cleaning supplies, lighter fluids, sanitizers, et cetera) should be kept away from food.

Each establishment preparing or serving food, other than drinks, shall have the following items present in the booth:

1. Hand-washing station with running water. See sketch of hand-washing station below. The station shall consist of a clean water container with a spigot filled with potable water and catch basin to hold the wastewater until properly disposed. A push button spigot is not allowed. Provide liquid soap and paper towels for hand-washing.



Hand-washing Station Setup

*Required in Each Food Booth

- 2. Provision for sanitizing utensils. Three containers to (1) wash, (2) rinse, and (3) sanitize utensils are required. Two (2) teaspoons of bleach per gallon of water is required in the third container. Food handlers should wash and sanitize all contaminated utensils and food contact surfaces immediately. A small bottle of liquid detergent for utensil washing is required. A container of potable water is required if running water is not available.
- 3. Facilities to maintain perishable foods. Depending upon the type of food, facilities with temperatures of 41°F or less or 135°F or greater are required, or such foods must be discarded after 3 hours.
- 4. Ice scoop. Handling ice with bare hands is not allowed. Use an ice scoop.
- 5. Facilities for trash. Plastic bags or metal / plastic waste receptacles with lids are required.
- 6. Breather shields (sneeze guards). Breather shields are required if food is to be displayed on a service counter. Self-service items, such as pickles, onions, hot sauce, et cetera shall be stored in containers with flip-top lids or covers.

FOOD SOURCES:

All foods must originate from an approved source and/or a licensed facility or prepared in the temporary booth. An approved source or licensed facility is considered an establishment that is currently under inspection and / or licensed by a health authority. Foods prepared in a private home may NOT be sold or served to the public.

- Potentially hazardous food prepared in advance in a licensed food establishment and refrigerated must be reheated at a fast rate to 165°F before being placed into steam tables or other devices to maintain a temperature of 135°F. Holding devices, such as steam tables, will not heat a refrigerated product fast enough to inhibit the growth of harmful bacteria. Slow cooking devices (crock pots) are not allowed for reheating foods.
- 2. Frozen foods must be thawed in a refrigerator or walk-in cooler, or, in some instances, under cold running water. Never thaw frozen turkey, chicken, meat, or other potentially hazardous foods at ambient temperature.
- 3. Potentially hazardous foods left out at ambient temperature for more than three (3) hours, or foods contaminated by flies, roaches, air, coughing, sneezing, or other means, may cause food borne illnesses due to the fast reproduction of harmful bacteria. Foods found under these conditions must be discarded.
- 4. All vegetables and fruits must be washed before processing for cooking and making salads, guacamole, pico de gallo, chili sauces, fruit salads, et cetera. A small amount of vinegar will help preserve chili sauces.
- 5. If shell oysters are used, the tags from the bags or boxes they are packaged in must be kept for ninety (90) days to be able to trace the shipment should an illness, such as hepatitis, develop. Shucked oysters need to be maintained at 41°F or below in the original container.
- 6. If raw meat and other raw products are handled, it is best to have a designated person who handles raw products only and does not handle cooked and ready-to-eat food items. Persons handling raw products must wash their hands prior to handling cooked and ready-to-eat food items.

SANITATION REQUIREMENTS:

- 1. Persons working in the booth must wear clean clothes and approved hair restraints to protect the food. Rings and bracelets may not be worn when preparing foods.
- 2. Food handlers must wear plastic gloves when handling food items to be served to the customer. Food handlers must change plastic gloves if they come in contact with the body or contaminated items in the booth. Plastic gloves should be changed frequently. Food handlers may not eat, drink, or smoke inside the booth.
- 3. Food handlers may not handle, prepare, or serve food if ill.
- 4. Direct hand contact with ready-to-eat foods (cheese, lettuce, tomatoes, pickles, bread) is not allowed. Use suitable utensils, food tissues or wrappers, or plastic gloves.
- 5. Food handlers must wash their hands frequently—especially after eating, drinking, smoking, or using the restroom.
- 6. The booth must be cleaned, at a minimum, at the end of each day or more frequently, if required, to reduce the attraction of rodents and roaches. After food preparation activities are over, clean up your establishment and place all solid waste in designated receptacles.
- 7. The water in utensil-washing and hand-washing containers must be changed when it becomes dirty. All waste water must be disposed of in an approved manner, and cannot be dumped on the ground.
- 8. Store all food products and single-service articles (disposable) at least six (6) inches above the ground.



Helotes Fire Department

12951 Bandera Road ~ Helotes, TX 78023 Phone: 210-695-3572 ~ Fax: 210-695-2699 TEMPORARY FOOD BOOTH REQUIREMENTS

- 1. Fire Extinguishers:
- One 5 pound multipurpose fire extinguisher (ABC).
- All fire extinguishers shall have a current service tag from a licensed extinguisher company attached or provide proof (receipt) that extinguisher is new upon request.
- 2. Food Booth Locations:
- Booths used for cooking shall have a minimum clearance of ten (10) feet on two sides.
- Booths shall not impede any exit pathways.
- Booths shall not be placed in fire lanes.
- Booths shall not be located within fifteen (15) feet of amusement rides.
- 3. Cooking Equipment Location:
- Barbeque pits shall not be located within ten (10) feet of combustible materials.
- Barbeque pits shall not be located under the food booth canopy.
- 4. Acceptable Cooking Sources:
- o Wood
- o Charcoal
- o Propane
- Natural Gas
- Electricity
- All electrical appliances must be UL® listed or approved for the application of use.

- Open flame cooking must be in an approved, fire resistant container.
- 5. Propane:
- Propane tanks must be secured to prevent falling.
- Regulators shall be attached to the propane tank.
- Hoses and connections must be listed for LPG use.
- Tanks shall only be white or aluminum in color.
- Only one spare tank allowed in food booth.
- Empty propane tanks are to be removed from the food booth immediately after use.
- 6. Electrical Safety:
- Do not overload extension cords.
- Do not use multi-outlet adapters.
- Use listed power strips.
- Use caution with electrical power in inclement weather outdoors.
- Use caution with portable lighting.
- 7. Decorations:
- Keep all ignition sources away from booth decoration.
- Decorative material shall be flame resistant.

*Note: Other requirements may follow upon fire inspection.