

THIS DOCUMENT IS ONLY A CHECKLIST.

SUBMIT ALL MATERIALS AND INFORMATION VIA THE GOOGLE FORM AT [THIS LINK](#); applications close Feb. 2



Tips for a stressless application process :

- **Watch this [16-min YouTube](#) overview of the fellowship outcomes & application timeline.**
- **Review the application checklist and gather all of the information before you begin** completing the actual application form. (You may make a File Copy of this document to monitor your personal progress.)
- **Use clear and concise language** in your responses.
- Be sure to review each question and your response carefully. **The form will not allow you to advance to each successive section until all of the information has been completed in a given section.**
- **Review the essay rubric** (below the checklist).
- **Questions?** Chef Diane Mora, Education Director, with technical input questions at 816-877-5437 (816-877-KIDS). *All applicants will be notified by email following a review of their application.*

✓	What to prepare
	Section: Personal Information & CV or Resume • First Name • Last Name • School Email Address • Alternate Email Address • Phone Number • School Building Name • School Building Address (Full Address, including ZIP Code) • School District • Name of Supporting Administrator • Email Address of Supporting Administrator • Attach copy of your CV or resume (a link to your profile on LinkedIn will also suffice)
	Section: Demographics Briefly describe the demographics of your school district, school building, and classroom. <i>An example of how you might wish to format this information is located below this checklist.</i>
	Section: Professional Networks & Education Leadership Professional Networks List any regional or national educator networks you are currently involved in or have been involved in. Education Leadership or other relevant professional or community engagement 1. Describe any other opportunities or experiences that demonstrate your commitment to education, professional development, or community engagement. 2. Describe past experiences you have teaching about food insecurity, sustainability, or family mealtime.

	3. Provide links to any relevant websites, social media profiles, or other online materials that showcase your educational or professional work.
	Section: Essay Question (Full essay; please be sure to address both elements) What drives your commitment to engaging high school students in addressing issues like food insecurity, sustainability, or family mealtime? Reflect on how your values, experiences, or vision inspire this passion, and share how you would integrate this into the KFKids fellowship. Outline any preliminary ideas you have for expanding or improving upon Kids Feeding Kids units or projects.
	Section: Food Safety Certification Do you currently hold a ServSafe Certification or other industry-approved food safety and sanitation certification? (Yes/No) - If YES, please provide the certification name and expiration date, and submit a copy of your current certification. - If NO, please explain how you include food safety and sanitation into your curriculum throughout the school year.
	Section: Letters of Recommendation You will need to upload two letters of recommendation: - This form letter from your building administrator - One original letter from a professional mentor, colleague, or organization
	Section: Fellowship Obligations You will be asked to indicate your understanding and agreement to the following obligations of the Kids Feeding Kids Fellowship. An inclusive list of milestones will be provided during the week of summer professional development: - Travel to and attend the week of professional development in Kansas City, MO, July 14-July 18, 2025. - Teach & prepare TWO KFKids classroom meals projects with high school students during the 25-26 SY. - Schedule & attend virtual mentor sessions with KFKid Ed Dir. during the school year. - Attend scheduled PLC with other KFKids Fellows & Ed Dir. each semester. - Complete and submit a Fellowship capstone project by August 2026.
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EXAMPLE RESPONSE to DEMOGRAPHICS - THIS IS ONLY AN EXAMPLE:

DISTRICT DEMOGRAPHICS (2024):
African-American – 55%; Hispanic – 27%; White - 10%; 8% - Other
Languages spoken in district - 53
Free/reduced lunch – 90%

FACILITIES:
My kitchen lab and classrooms are housed in a traditional high school (or Career & Technical Education setting).

As of 2024 the MyCity school system educates 25,841 children and employs approximately 2,300 teachers and administrators. This urban school system offers a rich multi-ethnic, multi-cultural mix of students throughout the city.

I teach Family & Consumer Sciences foods classes in one the district's most urbanely located campuses - MySchool High School. I have an average of 30 students per class intermixed with 9, 10, 11, and 12th graders.

My Foods Level 2 is the only class I teach that consists of all Seniors. The other 5 classes I teach (150 students) are filled with Freshmen, Sophomores, Juniors and Seniors. I teach one section specifically for English Language learning students. (EL). It should be noted that 2% of my students have IEPs or 504 plans.

In an average class of 30 students, my students possess a variety of reasons for enrolling; 60% enroll because of a desire to learn personal cooking and nutrition skills, 15% enroll to fulfill Practical Arts requirements for graduation, and 25% enroll in order to explore or pursue a career in the field of hospitality or nutrition.

ESSAY RUBRIC:

CRITERIA	POINTS ASSIGNED	Exceptional	Proficient	Developing	Needs Improvement
Commitment & Passionn (30 pts)		27-30: Clear, compelling commitment; passion deeply connected to values, experiences, or vision.	21-26: Strong commitment; ties to values, experiences, or vision but lacks depth or vivid examples.	15-20: Addresses commitment but minimally connects to values, experiences, or vision.	0-14: Little or no demonstration of commitment or connection to personal values, experiences, or vision.
Integration with KFKids Fellowship (30 pts)		27-30: Clear, thoughtful plan for integration; strategies align well with KFKids' goals.	21-26: Reasonable ideas for integration; lacks specificity or full alignment with KFKids goals.	15-20: Ideas unclear, overly general, or minimally aligned with KFKids goals.	0-14: Does not address how their passion will be integrated into the fellowship.
Innovation & Feasibility of Ideas (20 pts)		18-20: Proposes innovative and practical ideas to expand or improve KFKids; detailed and actionable.	14-17: Relevant and feasible ideas but lack originality or sufficient detail.	10-13: Suggestions somewhat relevant but impractical, underdeveloped, or misaligned with KFKids goals.	0-9: No clear or relevant ideas for expanding or improving KFKids.
Clarity & Organization (15 pts)		14-15: Essay is well-structured, coherent, and engaging, with clear focus and logical flow.	11-13: Essay is organized and understandable, with minor issues in focus or flow.	8-10: Essay lacks coherence or has significant issues with focus, organization, or flow.	0-7: Essay is disorganized and difficult to follow.
Grammar, Style, & Presentation (5 pts)		5: Free of grammatical errors, uses precise language, and reflects a polished style.	3-4: Few grammatical errors, generally clear language, and professional style.	2: Noticeable grammatical errors, unclear language, or inconsistent style.	0-1: Numerous grammatical errors, unclear language, or lack of professionalism.