Global Kitchens: Application Checklist

The Forum invites individual professors or language programs to develop a participatory cooking project that allows students to practice cooking techniques using the target language while also learning about special historical, economic or social aspects of the target culture. Faculty are eligible to apply for up to $100 in groceries and supplies. These Global Kitchens will take place in kitchens in university residence halls.

1. Send the application form to Rami Nair- rnair@northwestern.edu at least 2 weeks before the event.

2. Rami will send you an approval once she receives a confirmation that the kitchen has been reserved for you.

3. When purchasing your ingredients, do not mix personal and Northwestern purchases on one receipt.

4. Use a tax exempt form for the purchase since Northwestern will not reimburse Illinois retailers occupational tax. (Your departmental assistant will be able to provide this letter.)

5. Bring your own serving plates, cutlery and knives (the kitchens at Northwestern do not have any knives) to the cooking event.

6. Follow the Shepherd kitchen guidelines. (ShepherdGuidelines.pdf)

7. Fill out the post activity evaluation form.

8. Gather your receipts – only purchases related to the event. Do not use highlighters to mark items on the receipts. Enter the expenses on an expense report. Online at https://nuportal.northwestern.edu/

9. Bring the receipts, the post activity evaluation and the expense report to John (Kresge 3-315). If you do not know how to create an on-line expense report, John Paluch (paluch@northwestern.edu) will show you how.

10. You will receive a link to approve the expense in your email.

11. The reimbursement will be deposited in your account after processing by the Buffett Institute.

Forms:

Application

Post activity evaluation

List of utensils in Shepard (626 University Pl)

List of utensils in Elder (2400 Sheridan Rd)