



# 2022-2023 Certified BBQ Judge and Certified Table Captain Class Application

Application: VFW Posts Only



Please complete and return this application to:  
KCBS, 2519 Madison Ave., Suite 100, Kansas City, MO 64108 or email to [membership@kcbs.us](mailto:membership@kcbs.us).

Once we receive your completed application, it will then go to the CBJ Class Approval Committee. We will notify you by email once we hear back from the committee. Approved Certified BBQ Judge and/or Certified Table Captain Class will be on our website. The CBJ Class Approval Committee will assign your instructor. Please allow 5-7 days for processing. It is suggested that all applications be submitted at least 90 days prior to preferred class date.

**Contest Name:** \_\_\_\_\_

**City/State:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Alternate Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## CLASS QUESTIONS

**Class Date (option 1) :** \_\_\_\_\_ **Class Date (option 2) :** \_\_\_\_\_

**Preferred Class Time (4 hour window is recommended):** \_\_\_\_\_

1. Will this class be in conjunction with a contest: Yes \_\_\_\_\_ No \_\_\_\_\_, if yes will this class be held during the same week as the contest: Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is this class for a NEW \_\_\_\_\_ or EXISTING \_\_\_\_\_ contest?
3. Have you had a Certified BBQ Judge Class in the past: Yes \_\_\_\_\_ No \_\_\_\_\_
4. Date of last class: \_\_\_\_\_
5. Have you had a Certified Table Captain Class in the past: Yes \_\_\_\_\_ No \_\_\_\_\_
6. Date of last class: \_\_\_\_\_
7. If so, how many students in your last class: Certified Judges \_\_\_\_\_ Table Captains \_\_\_\_\_

### **Existing Contest information:**

1. How many Certified BBQ Judges were at your last contest: \_\_\_\_\_
2. How many Certified Table Captains were at your last contest: \_\_\_\_\_
3. How many teams were at your last contest: \_\_\_\_\_

Would you interested in hosting a Certified Table Captain Class: Yes \_\_\_\_\_ No \_\_\_\_\_

Preferred Instructors (if known): \_\_\_\_\_

**Please note there is no guarantees that preferred instructors will be assigned,  
it is decision of the CBJ Class Approval Committee.**

**Registration Set Up** (please check which one applies)

- Yes, I would like to use KCBS online registration and payment portal for class participants. (additional fee will apply)
- Yes, I would like to use KCBS online registration, BUT will be using outside payment processing. Please provide payment link to include in registration information \_\_\_\_\_
- No, I will be handling registration myself and using outside resources and will provide information to KCBS:  
*Location of Class:* \_\_\_\_\_ *Time of Class:* \_\_\_\_\_  
*Contact Person for Registration (please include name, email and phone):* \_\_\_\_\_
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**ADDITIONAL INFORMATION** (updated 5/25/21)

- VFW Table Captain class fee to KCBS is \$25.00 for each student. Please note this rate is only available for classes held at VFW.
- The VFW CBJ class fee to KCBS is \$25.00 for each student. This covers cost for instructor, assistant and CBJ class materials (i.e. manual, CBJ badge, plates, judging slips, comment cards, CBJ pin and CBJ lanyard). Please note this rate is only available for classes held at VFW.
- The VFW Class Organizer will set the fee above the \$25.00 to cover their extra costs (i.e. meat, cook, facility, supplies). The Instructor or KCBS office can help the Organizer in setting the class fee, if needed.
- The VFW Class Organizers are responsible for securing meat, cook and class cooking supplies (i.e. water, crackers, clamshells, gloves, forks, paper towels). We recommend reaching out to local vendors for donations.
- The VFW Class Organizers are responsible for travel expenses for instructors.
- Minimum CBJ class size is 24 students when a class is **NOT** held in conjunction with the contest dates. If you proceed with a class with fewer than 24 students, you will still be charged for 24 students.
- Minimum CBJ class size is 18 students when the class is held in conjunction with any KCBS sanctioned contest.
- If the 24 or 18 minimum students are not met for a CBJ Class, the Organizer will make up the shortage of students by paying \$25.00 per student.
- Minimum of 10 students are needed for a Table Captain Class, the Organizer will make up the shortage of students by paying \$25.00 per student.
- Any approved media or previously Certified Barbeque Judge may attend the class at no charge and cannot be counted toward the 24 or 18 minimum student counts. The previously Certified Barbeque Judge and/or Table Captain will review the Power Point but will not taste the meats.
- The VFW Class Organizer will provide a class roster, at least one week prior to the class, to the KCBS office. This will ensure all students are in fact KCBS members in good standing. Following the class, the organizer will provide to the KCBS office a final attendee list. KCBS office will provide you with the Google Sheet to be used.
- The VFW Class Organizer to provide necessary media equipment (i.e. projector, microphone, screen) for use by the Instructor for presentation purposes.

**FOR KCBS OFFICE ONLY**

Date Received: \_\_\_\_\_

Date Approved/Not Approved: \_\_\_\_\_

Instructors Assigned: \_\_\_\_\_

Notes: