

Sample Fundraiser Form for Schools Choosing Healthy Food Certification (HFC)

The attached sample form, *Request Form for Food and Beverage Fundraisers in HFC Public Schools*, can be used by school districts to review fundraisers for compliance with the requirements of HFC and the state beverage statute. The Connecticut State Department of Education (CSDE) does not require the use of this form, but does require that districts develop a system to ensure that all school fundraisers meet state requirements.

- All food fundraisers must meet the Connecticut Nutrition Standards (CNS) and all beverage fundraisers must meet the beverage requirements of Section 10-221q of the Connecticut General Statutes (C.G.S.) **unless** the board of education or school governing authority votes to allow exemptions **and** the foods/beverages are sold at the location of events that occur after the school day or on the weekend, provided they are not sold from a vending machine or school store. An “**event**” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. For example, soccer games, school plays and interscholastic debates are events but soccer practices, play rehearsals and debate team meetings are not. The “**school day**” is the period from midnight before to 30 minutes after the end of the official school day. For information on beverages, see the CSDE’s handout, *Allowable Beverages in Connecticut Schools* and PowerPoint presentation, *Beverage Requirements for Connecticut Public Schools*, on the [Beverage Requirements](#) Web page. For information on the CNS, see the [CNS Summary](#) and [CNS](#) Web page.
- Fundraising organizations must identify how food and beverage items were evaluated for compliance with the CNS and C.G.S. Section 10-221q. For purchased items, the CSDE strongly recommends that districts use the [List of Acceptable Foods and Beverages](#) to determine which food and beverages may be sold. This list includes brand-specific foods and beverages that comply with state and federal requirements for competitive foods. For school-made foods, districts must conduct a nutrient analysis of the recipe. School-made foods include items that 1) are prepared from scratch using a recipe ,e.g., entrees, soup, baked goods, cooked grains, vegetables; or 2) require some additional processing by adding other ingredients after purchasing, e.g., popping popcorn kernels with added oil or making cookies from a mix and adding butter and eggs. Information on evaluating recipes is available in the CSDE’s handout, *Guidance on Evaluating School Recipes for Compliance with the CNS*, and the CSDE’s [Evaluating Foods for Compliance](#) Web page.
- Fundraisers on school premises must be structured so that all foods/beverages meet the state requirements **or** foods/beverages are only sold to students at events that meet the specified exemption criteria (see first bullet above). If students deliver fundraiser orders and money to school and pick up foods/beverages at school, the fundraiser is selling foods/beverages to students on school premises. Parents or other adults must pick up the foods/beverages unless the pick-up location is off school premises or the board of education allows exemptions and the pick-up is during an event that occurs after the school day or on the weekend. The district’s pick-up policy for foods/beverages must be clearly indicated on the school’s fundraising flier and any written communication regarding the fundraiser.

Sample Fundraiser Form for HFC Schools, continued

- Section 10-215b-23 of the Regulations of Connecticut State Agencies applies to all food and beverage sales on school premises, including products that meet the CNS and state beverage requirements. It requires that the income from the sale to students of any foods or beverages sold anywhere on school premises from **30 minutes before up through 30 minutes** after any USDA school nutrition programs must accrue to the food service account. For more information, see the CSDE's handout, [Connecticut Competitive Foods Regulations](#), and [Guide to Competitive Foods in Schools](#).

For more information on fundraisers, see the CSDE's handout, [Requirements for Food and Beverage Fundraisers](#), and PowerPoint presentation, [Fundraiser Requirements](#). The CSDE's handout, [Healthy Fundraising](#), provides suggestions for fundraising with nonfood items and activities.



For more information, visit the CSDE's [Healthy Food Certification](#) and [Competitive Foods](#) Web pages or contact Susan S. Fiore, M.S., R.D., Nutrition Education Coordinator, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2075, susan.fiore@ct.gov.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/fundformhfc.pdf.

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< Insert District Name > Request Form for Food and Beverage Fundraisers in HFC Public Schools

Complete this form for all school food and beverage fundraisers and submit to <Insert name and title of person who will coordinate fundraising for the school or district>, <Insert school name and address, if needed> by <Insert date>.

All food fundraisers must meet the Connecticut Nutrition Standards and all beverage fundraisers must meet the beverage requirements of Section 10-221q of the Connecticut General Statutes and the USDA Smart Snacks standards **unless** the board of education votes to allow exemptions **and** the foods and beverages are sold at the location of events that occur after the school day or on the weekend, provided they are not sold from a vending machine or school store. Information on acceptable fundraisers can be found in the Connecticut State Department of Education's (CSDE) handout, [Requirements for Food and Beverage Fundraisers](#).

School Where Fundraiser Will Occur: _____

Fundraising Organization: _____

Fundraising Contact Person: _____

Phone: _____ **E-mail:** _____

Date(s) of Fundraiser: **FROM** _____ / _____ / _____ **TO** _____ / _____ / _____
month / day / year month / day / year

1. Will the fundraiser sell any **food items**? Yes No, *Skip to question 2*
- a. Do the food items meet the Connecticut Nutrition Standards?
- No
- Yes, how determined? (e.g., items are on the CSDE's *List of Acceptable Foods and Beverages**, conducted recipe analysis)
- _____

2. Will the fundraiser sell any **beverages**? Yes No, *Skip to question 3*
- a. Do the beverages meet the requirements of state statute?
- No
- Yes, how determined? (e.g., items are on the CSDE's *List of Acceptable Foods and Beverages**, conducted recipe analysis)
- _____

3. List all food or beverage items sold, e.g., candy, cookie dough, cakes, soda, etc. (**Attach additional pages if necessary**)

Manufacturer	Food or Beverage

4. **Who** will the fundraiser items be sold to? (**Check all that apply**)

Students Parents and Other Adults School Staff Other (Specify): _____

5. **Where** will the fundraiser be conducted? (**Check all that apply**) On school premises Off school premises

6. **When** will the fundraiser be conducted? (**Check all that apply**) During school day: **Indicate times** _____

After school day: **Indicate times** _____ Weekends: **Indicate times** _____

7. Will the fundraiser be conducted at the **location of an event that has been exempted by the board of education**?

No

Yes, describe event: _____

8. **How** will the fundraiser be conducted? Explain the sales process, money collection process and pick up procedures:

* The CSDE's *List of Acceptable Foods and Beverages* includes brand-specific foods that meet state and federal requirements for competitive foods.

For District Use Only. Fundraiser is (Check One):

Approved: Fundraiser meets CNS and/or state beverage statute and will be conducted in compliance with HFC requirements.

Not Approved: Reason _____

Signature

<Insert Title of Authorized Individual>

Date