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 the Beverage Requirements Web page. For information on the CNS, see the Summary of CNS 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.

- 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. The CSDE’s handout, Healthy Fundraising, provides suggestions for fundraising with nonfood items and activities.
Wallingford Schools  Request Form for Food and Beverage Fundraisers in HFC Public Schools

Complete this form for all school food and beverage fundraisers and submit to David Mensher, Director of Food and Nutrition, 142 Hope Hill Road, Wallingford, CT 06492 by September 22nd, 2017.

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  /  /  

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)

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Food or Beverage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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 __________________________  Dave Mensher, Food Service Director __________________________  Date __________________________

Revised April 2015