**Complete this form for all school food and beverage fundraisers.** 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*>.

Our district participates in [Healthy Food Certification (HFC)](https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification). Foods available for sale to students must comply with the [Connecticut Nutrition Standards (CNS](https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards)) and beverages must comply with the beverage requirements of Section 10-221q of the Connecticut General Statutes (C.G.S.) unless the fundraiser meets the following exemption criteria of the state HFC and beverage statutes: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the foods and beverages are not sold from a vending machine or school store. For detailed guidance on the fundraiser requirements, refer to the Connecticut State Department of Education’s (CSDE) [*Requirements for Food and Beverage Fundraisers in HFC Public Schools*](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Fundraiser_Requirements_HFC.pdf). Training on the requirements for fundraisers in HFC public schools is available in “Module 6: Fundraisers” of the CSDE’s [Complying with Healthy Food Certification](https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Related-Resources#ComplyingHFC) training program.

The CSDE’s [List of Acceptable Foods and Beverages](https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages) webpage includes brand-specific commercial foods that meet the CNS and beverages that meet the state beverage requirements. Foods made from scratch must have a standardized recipe with the nutrition information per serving, and the completed [CNS Worksheet](https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards/How-To#CNSWorksheets) for the applicable food category. For more information, refer to the CSDE’s resources, [*How to Evaluate Commercial Food Products for Compliance with the Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards*](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluate_Commercial_Food_Products_CNS.pdf), [*How to Evaluate Foods Made from Scratch for Compliance with the Connecticut Nutrition Standards*](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluate_Scratch_Foods_CNS_Compliance.pdf) and [*Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards*](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluating_Recipes_CNS_Compliance.pdf)***.***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School where fundraiser will occur: | | | | |  | | | | |
| Fundraising organization: | | |  | | | | | | |
| Fundraiser contact person: | | | |  | | | | | |
| Phone: |  | | | | | Email: | |  | |
| Start date: | | / / | | | | | End date: | | / / |
|  | | month, day, year | | | | |  | | month, day, year |

1.Whowill the fundraiser items be sold to? *Check all that apply.*

🞎 Students 🞎 Parents and other adults🞎 School staff

🞎 Other *(specify):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Where will the fundraiser be conducted? *Check all that apply.*

🞎 On school premises 🞎 Off school premises

3. When will the fundraiser be conducted? *Check all that apply.*

🞎 During the school day *(indicate times)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Who will sell the nutritious low-fat foods required by C.G.S. [Section 10-221p](https://www.cga.ct.gov/current/pub/chap_170.htm#sec_10-221p)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 After the school day *(indicate times)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 On the weekend *(indicate times)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.Will the fundraiser occur:

a. at thelocation of an event held after school day or on the weekend?

🞎 No 🞎 Yes: *Describe event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

b. while any Child Nutrition Programs (CNPs) are operating, e.g., National School Lunch Program (NSLP),   
School Breakfast Program (SBP), and Afterschool Snack Program (ASP) of the NSLP?

🞎 No 🞎 Yes: *Indicate which CNP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

5. List all foods and beverages that will be sold. Include the manufacturer name for commercial products and the recipe name for foods and beverages made from scratch. *Attach additional pages if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Food or beverage | Commercial product | Made from scratch | Manufacturer name (if commercial product) |
|  | 🞎 | 🞎 |  |
|  | 🞎 | 🞎 |  |
|  | 🞎 | 🞎 |  |
|  | 🞎 | 🞎 |  |
|  | 🞎 | 🞎 |  |

7. Do all foods meet the CNS? 🞎 No 🞎 Yes: *Indicate below how CNS compliance was determined.*

8. Do all beverages meet the state requirements? 🞎 No 🞎 Yes: *Indicate below how compliance was determined.*

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

|  |
| --- |
| ***For district use only*** |

Check one:

|  |  |  |  |
| --- | --- | --- | --- |
| 🞎 Approved ***category 1: fundraiser sells compliant foods and beverages during the school day*:** The fundraiser does not meet the exemption criteria, but all foods and beverages comply. The fundraiser does not occur while CNPs are operating and complies with C.G.S. Section 10-221p.  🞎 Approved ***category 2:******fundraiser sells noncompliant foods and beverages at an event after the school day***: The fundraiser meets the exemption criteria and does not occur while CNPs are operating.  🞎 Approved ***category 3:******fundraiser catalogs and orders for noncompliant foods and beverages***: Students bring fundraiser orders and money to school and distribution of foods/beverages complies with one of the following: a) parents or other adults pick up the foods/beverages on school premises; b) students pick up the foods/beverages at an event on school premises that occurs after the school day or on the weekend, when CNPs are not operating; or c) the pick-up location for the foods/beverages is off school premises. The district’s pick-up policy for foods/beverages is clearly indicated on the school’s fundraising flier and any written communication regarding the fundraiser. | | | |
| 🞎 Denied (indicate reason): |  | | |
|  | | | |
| Signature | *<Insert title of authorized individual>* | Date |