

# Sample Fundraiser Form for Healthy Food Certification (HFC)

HFC districts may use the Connecticut State Department of Education (CSDE) sample form, *Fundraiser Request Form for HFC Public Schools*, to review fundraisers for compliance with the requirements of HFC and the state beverage statute.

Click to access the [Fundraiser Request Form for HFC Public Schools](#).

The CSDE does not require the use of this form but does require that districts develop a system to ensure that all school fundraisers meet the state requirements. Fundraisers are any activities conducted by any school-related or outside organization or group on school premises, during which money or its equivalent is exchanged for the purchase of a product in support of the school or school-related activities. This includes activities that suggest a student donation in exchange for foods and beverages.

Fundraisers that sell foods and beverages to students on school premises must comply with one of the following: 1) sell only foods and beverages that meet the state requirements; or 2) sell foods and beverages only at events that meet the specified exemption criteria under Sections 10-215f and 10-221q of the Connecticut General Statutes (C.G.S). For detailed guidance on the fundraiser requirements, refer to the CSDE's resources, [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#), [Healthy Food Certification Fundraiser Requirements](#) (presentation), and [Guide to Competitive Foods in HFC Public Schools](#). The CSDE's resource, [Healthy Fundraising](#), provides suggestions for fundraising with nonfood items and activities.

## Food and Beverage Exemptions

All food fundraisers must meet the Connecticut Nutrition Standards (CNS) and all beverage fundraisers must meet the beverage requirements of C.G.S. Section 10-221q, unless the local board of education or school governing authority has voted to allow exemptions, and: 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.

- An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. Events involve a gathering of people in a social context, such as sports competitions, awards banquets, school concerts, and theatrical productions. For example, soccer games, school plays, and school 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 example, if school ends at 3:00 p.m., the school day is midnight to

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3:30 p.m. A summer school program operated by the board of education or school governing authority is part of the regular school day.

- “Location” means where the event is being held. For example, cookies and lemonade may be sold at the baseball field during a baseball game but cannot be sold in the school cafeteria while a baseball game is played on the baseball field.

For information on the CNS requirements, refer to the CSDE’s resource, [Summary of Connecticut Nutrition Standards](#), and the CSDE’s presentation, [Connecticut Nutrition Standards](#). For additional resources, visit the CSDE’s [CNS](#) webpage. For information on the beverage requirements, refer to the CSDE’s resources, [Allowable Beverages in Connecticut Public Schools](#) and [Beverage Requirements for Connecticut Public Schools](#) (presentation), which are available on the CSDE’s [Beverage Requirements](#) webpage.

## Documenting Fundraiser Compliance with State Nutrition Standards

Fundraising organizations must identify how they determined that the fundraiser foods and beverages comply with the CNS or state beverage statute.

### Commercial foods and beverages

Commercial foods and beverages must be listed on the CSDE’s [List of Acceptable Foods and Beverages](#) webpage. This list includes brand-specific commercial foods that meet the CNS and beverages that meet the state beverage requirements. For more information, refer to the CSDE’s resource, [How to Evaluate Commercial Food Products for Compliance with the CNS](#).

### Foods prepared from scratch

Fundraising organizations must be able to document that the recipe’s serving complies with the CNS by submitting 1) a recipe with the nutrient analysis per serving; and 2) the completed CNS worksheet for the appropriate food category. These requirements apply to the two categories of foods below.

- **Foods prepared from scratch using a recipe:** Examples include entrees *sold only a la carte* (i.e., not as part of reimbursable meals), e.g., pizza, chef’s salad, and chicken nuggets; soups; cooked grains such as rice and pasta with added fat (e.g., oil, margarine, or butter) and salt; cooked vegetables with added fat (e.g., oil, margarine, or butter) and salt; salad with dressing; fruit smoothies; and baked goods such as muffins and cookies. Recipes for these foods must provide the nutrition information per serving.
- **Foods that have additional ingredients added after purchasing:** Examples include popping popcorn kernels in oil; assembling a sandwich; making muffins from a mix and adding butter and eggs; adding sprinkles to commercial frozen cookie dough; making salads

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with dressing, and cooking vegetables, rice, and pasta with oil, margarine, or butter. Fundraising organizations must create a recipe for these foods based on the specific amount of each ingredient, and then conduct a nutrient analysis to determine the nutrition information per serving.

For more information, refer to the CSDE's resources, *How to Evaluate Foods Made from Scratch for Compliance with the CNS* and *Guidance on Evaluating Recipes for Compliance with the CNS*. The CNS worksheets and additional guidance on evaluating foods and beverages are available in the "How To" section of the CSDE's [CNS](#) webpage.

### Additional Requirements for Fundraisers

In addition to the CNS and state beverage statute, fundraisers selling foods and beverages to students on school premises must also comply with the following federal and state requirements:

- Connecticut's statute requiring the sale of nutritious and low-fat foods ([C.G.S. Section 10-221p](#));
- Connecticut's competitive foods regulations ([Sections 10-215b-1 and 10-215b-23 of Regulations of Connecticut State Agencies](#));
- the local educational agency's (LEA) school wellness policy, as required by the USDA's school wellness policy legislation ([Section 4 of Public Law 108-265](#) and the [Healthy, Hunger-Free Kids Act of 2010](#)); and
- the USDA's regulation for revenue from nonprogram foods ([7 CFR 210.14 \(f\)](#)).

For detailed guidance on how these requirements apply to fundraisers, refer to the CSDE's resources, *Requirements for Food and Beverage Fundraisers in HFC Public Schools*, *Overview of Connecticut's Competitive Foods Regulations*, and *Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools*.

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## Resources

Allowable Beverages in Connecticut Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Allowable\\_Beverages\\_Public\\_Schools.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Allowable_Beverages_Public_Schools.pdf)

Beverage Requirements (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Beverage-Requirements>

Connecticut Nutrition Standards (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

CSDE Operational Memorandum No. 1-18: Accrual of Income from Sales of Competitive Foods in Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2018/OM01-18.pdf>

Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluating\\_Recipes\\_CNS\\_Compliance.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluating_Recipes_CNS_Compliance.pdf)

Guide to Competitive Foods in HFC Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Competitive\\_Foods\\_Guide\\_HFC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Competitive_Foods_Guide_HFC.pdf)

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

Healthy Food Certification Fundraiser Requirements (CSDE presentation):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFCPresentationFundraisers.pdf>

Healthy Fundraising (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/HealthyFundraising.pdf>

How to Evaluate Commercial Food Products for Compliance with the CNS (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluate\\_Commercial\\_Food\\_Products\\_CNS.pdf](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 CNS (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluate\\_Scratch\\_Foods\\_CNS\\_Compliance.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluate_Scratch_Foods_CNS_Compliance.pdf)

List of Acceptable Foods and Beverages (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Overview of Connecticut's Competitive Foods Regulations (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Overview\\_CT\\_Competitive\\_Foods\\_Regulations.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Overview_CT_Competitive_Foods_Regulations.pdf)

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Questions and Answers on Connecticut Statutes for School Foods and Beverages:

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/  
Questions\\_Answers\\_Connecticut\\_Statutes\\_School\\_Foods\\_Beverages.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Questions_Answers_Connecticut_Statutes_School_Foods_Beverages.pdf)

Requirements for Food and Beverage Fundraisers in HFC Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Fundraiser\\_Requirements\\_HFC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Fundraiser_Requirements_HFC.pdf)

Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/  
Summary\\_Chart\\_Requirements\\_Competitive\\_Foods\\_HFC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Summary_Chart_Requirements_Competitive_Foods_HFC.pdf)

Summary of Connecticut Nutrition Standards (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/  
Connecticut\\_Nutrition\\_Standards\\_Summary.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/Connecticut_Nutrition_Standards_Summary.pdf)

For a comprehensive list of resources, refer to the CSDE's document, *Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools*.

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For more information, visit the CSDE's [Healthy Food Certification](#) and [Connecticut Nutrition Standards](#) webpages, or contact the [HFC coordinator](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Sample\\_Fundraiser\\_Form\\_HFC.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Sample_Fundraiser_Form_HFC.pdf).

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