

Documentation for Healthy Food Certification (HFC) School Year 2023-24

Form 5: Food and Beverage Fundraisers

District or school: _____ Town: _____
Person completing form: _____ Title: _____
Signature: _____ Date: _____
Phone (day): _____ Email: _____

Fundraisers are any activities conducted by any school-related or outside organization or group on school premises, during which money or its equivalent (e.g., coupons, tickets, tokens, and similar items) is exchanged for the purchase of a product in support of the school or school-related activities. This includes any activities that suggest a student donation in exchange for foods and beverages, since funds may be raised as a result. Examples of fundraisers include sales of commercial products (e.g., potato chips and other snack foods, candy bars, cookies, muffins, frozen cookie dough, pies, water, and soft drinks) and sales of foods and beverages made from scratch (e.g., baked goods, popcorn, sandwiches, smoothies, coffee, and hot chocolate).

- **Complete and submit this form only if** the district is listed on the Connecticut State Department of Education’s (CSDE) [Districts Required to Submit Lists of Foods and Beverages](#) and a) the board of education or school governing authority (BOE) did not vote to allow food and beverage exemptions; or b) the BOE voted to allow food and beverage exemptions, but fundraisers do not meet the exemption criteria of the state HFC and beverage statutes.
- **Do not complete this form if the following apply:** 1) the BOE voted to allow food and beverage exemptions; 2) fundraisers sell foods and beverages only at exempted events that occur after the school day or on weekends; 3) food fundraisers occur during the school day but the foods comply with the [Connecticut Nutrition Standards \(CNS\)](#) and the sales comply with the [state competitive foods regulations](#), and [Section 10-221p](#) of the Connecticut General Statutes (C.G.S.); and 4) beverage fundraisers occur during the school day but the beverages comply with the state beverage statute (C.G.S. Section 10-221q) and the U.S. Department of Agriculture’s (USDA) Smart Snacks nutrition standards (refer to the CSDE’s resource, [Allowable Beverages for Connecticut Public Schools](#)), and the sales comply with the [state competitive foods regulations](#).

For information on allowable fundraisers, refer to the CSDE’s [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#).

Instructions:

1. List all food and beverage fundraisers. Do not include any sales of foods and beverages from school cafeterias, culinary arts programs, vending machines, or school stores. These sales are indicated on forms 1-4 and 6-7. Copy additional pages of this form as needed.
2. Name the file in this format: [District name] HFC List Fundraiser. For example, “ABC District HFC List Fundraiser.”
3. Email to susan.fiore@ct.gov by **November 30, 2023**. In the email subject line, indicate “[insert name of district] HFC Lists.” For example, “ABC District HFC Lists.”

For detailed guidance, refer to the CSDE’s [Guidance for Submitting Lists of Foods and Beverages for HFC Documentation](#). The HFC documentation forms are available in the “[Documents/Forms](#)” section of the CSDE’s HFC webpage.

Form 5: Food and Beverage Fundraisers

Start and end dates	Selling organization	List all fundraiser foods and beverages	Type of foods and beverages <i>(check all that apply)</i>	Who sold to <i>(e.g., students, school staff, parents)</i>	Describe how fundraiser is conducted: <i>location, how money is collected, how foods/beverages are distributed</i>	Selling timeframe <i>(check all that apply)</i>	Is the fundraiser held at the location of an event after the school day or on weekends?
			<input type="checkbox"/> Commercial products <input type="checkbox"/> Foods made from scratch			<input type="checkbox"/> During school <input type="checkbox"/> After school <input type="checkbox"/> Weekends	<input type="checkbox"/> Yes <input type="checkbox"/> No
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