# Instructions for Form 5: Food and Beverage Fundraisers

Check the Connecticut State Department of Education's (CSDE) document, Districts *Required to Submit Lists of Foods and Beverages for Healthy Food Certification Documentation*. If the district's name is listed, the district must compete Form 5 **only if one of the following applies**:

- the board of education or school governing authority (BOE) did not vote to allow food and beverage exemptions; or
- the BOE voted to allow food and beverage exemptions, but fundraisers do not meet the exemption criteria of the state HFC and beverage statutes.

Submit the required information using the CSDE's Excel worksheet, *Form 5: Food and Beverage Fundraisers*. Include information for all fundraisers on one form.

**Use this link to access the CSDE's Excel worksheet:**
**Form 5: Food and Beverage Fundraisers**

**Do not complete form 5 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.).

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.

# Instructions for Form 5: Food and Beverage Fundraisers

## What to Include on Form 5

List all food and beverage fundraisers. Fundraisers are 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). For information on allowable fundraisers, refer to the CSDE's resource, *Requirements for Food and Beverage Fundraisers in HFC Public Schools*.

## What NOT to Include on Form 5

Do not include any sales of foods and beverages from school cafeterias (forms 1 and 2), culinary arts programs (forms 8 and 9), vending machines (form 3), school stores (form 4), or other sources (forms 8 and 9). These sales are indicated on forms 1-4 and 6-7.

## Entering Contact information

Indicate the school district, the name, title, and email of the person completing the form, and the date completed.

## Completing the List of Fundraisers

Use Form 5 to list all food and beverage fundraisers that meet the requirements specified in "What to Include on Form 5" above.

- **Start and end dates:** Indicate the fundraiser start and end dates (date, month, and year).
- **Selling organization:** Indicate the name of the organization that is conducting the fundraiser.
- **Foods and beverages available for sale:** List each food and beverage item sold from the fundraiser. For each item, check the box to indicate if it is a commercial product or made from scratch.

# Instructions for Form 5: Food and Beverage Fundraisers

- **Who sold to:** Indicate who the food and beverage items will be sold to, such as students, school staff, and parents.
- **Describe how fundraiser is conducted:** Indicate the fundraiser location, how money is collected, and how the foods and beverages are distributed.
- **Selling timeframe:** Check each box to indicate if the fundraiser occurs during school or after school/on weekends.
- **When fundraiser occurs:** Is the fundraiser at the location of an event held after the school day or on weekends? Indicate Yes or No.

## How to Submit to CSDE

Name the file in this format: [District name] HFC List Fundraiser. For example, “ABC District HFC List Fundraiser.”

Email to susan.fiore@ct.gov at the Connecticut State Department of Education (CSDE) by **November 30, 2026**. In the email subject line, indicate “[District name] HFC Lists.” For example, “ABC District HFC Lists.”

# Instructions for Form 5: Food and Beverage Fundraisers

## Questions

Contact Susan Fiore, HFC Coordinator, at susan.fiore@ct.gov. For additional guidance, refer to the CSDE's *Guidance for Submitting Lists of Foods and Beverages for HFC Documentation*.

For more information, visit the "Annual HFC Documentation" section of the CSDE's HFC webpage or contact the HFC coordinator in the CSDE's Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/hfc/doc/hfc_documentation_form5_fundraisers_instructions.pdf.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

CONNECTICUT
Education