

Sample Fundraiser Form for Healthy Food Certification

To receive Healthy Food Certification (HFC) funding, all district schools must comply with the [Connecticut Nutrition Standards \(CNS\)](#) and HFC requirements. Districts are responsible for developing and implementing procedures to ensure that all fundraisers comply with these requirements and the state laws that restrict selling timeframes and income accrual for competitive foods. 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.

The Connecticut State Department of Education (CSDE) sample form, *Fundraiser Request Form for HFC Public Schools*, provides a template that districts may use to review fundraisers for compliance with the requirements for competitive foods.

Click to access the CSDE's [*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 comply with the requirements for competitive foods.

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Allowable Fundraisers

The district's fundraiser approval process **must ensure that fundraisers meet** the federal and state laws for competitive foods. To be approved, fundraisers must comply with one of the allowable fundraising procedures below. Fundraisers that do not follow these procedures cannot sell or distribute foods and beverages to students on school premises.

- Sales of compliant foods and beverages on school premises:** The fundraiser sells compliant foods and beverages to students on school premises. All foods available for sale to students from the fundraiser comply with the [Connecticut Nutrition Standards \(CNS\)](#). All beverages comply with the state beverage statute 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](#)). The sales do not occur 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. If the sales occur during the school day, the fundraiser complies with [Section 10-221p](#) of the Connecticut General Statutes (C.G.S.), i.e., low-fat dairy foods (such as low-fat cheese and low-fat or nonfat yogurt) and fresh or dried fruit are available for sale either at the location of the fundraiser or elsewhere on school premises at the same time.
- Sales of noncompliant foods and beverages at events on school premises after the school day:** The fundraiser **meets the exemption criteria of the state HFC** and beverage statutes (refer to "[Food and Beverage Exemptions](#)" in this document), i.e., noncompliant foods and beverages are sold to students at the location of an event on school premises that occurs after the school day or on the weekend. The sales do not occur while any CNPs are operating (refer to "[State Competitive Foods Regulations](#)" in this document).
- Fundraiser orders for noncompliant foods and beverages:** Students take orders for noncompliant foods and beverages off school premises and bring the orders and money to school. Students do not pick up the foods and beverages on school premises. The distribution of the fundraiser foods and beverages complies with one of the following: a) Parents or other adults pick up the beverages at school for delivery to customers; b) the pick-up location for the foods and beverages is off school premises; or c) students pick up the foods and beverages at an event on school premises that occurs after the school day or on the weekend, when CNPs are not operating. The pick-up policy is clearly indicated on all written communication regarding the fundraiser, such as fundraiser catalogs and fliers.

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For detailed guidance on the federal and state laws that apply to fundraisers, refer to the CSDE's resource, [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#). Training on the fundraiser requirements for HFC public schools is available in Module 6: Fundraisers of the CSDE's [Complying with Healthy Food Certification](#) training program. Suggestions for fundraising with nonfood items and activities are available in the CSDE's resource, [Healthy Fundraising](#).

Food and Beverage Exemptions

Foods that do not comply with the CNS and beverage that do not comply with the beverage requirements of C.G.S. Section 10-221q cannot be sold to students on school premises unless the board of education or school governing authority (BOE) has voted to allow exemptions, and the sales meet the following criteria: 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 3:30 p.m. A summer school program operated by the BOE 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 additional guidance on exemptions, refer to the CSDE's [Exemptions for Foods and Beverages in Public Schools](#). For information on the CNS requirements, refer to the CSDE's resource, [Summary of Connecticut Nutrition Standards](#), and Module 3: Connecticut Nutrition Standards of the CSDE's [Complying with Healthy Food Certification](#) training program. For additional resources, visit the CSDE's [Connecticut Nutrition Standards](#) webpage. For information on the beverage requirements, refer to the CSDE's resource, [Allowable Beverages in Connecticut Public Schools](#) and visit the CSDE's [Beverage Requirements](#) webpage.

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Required Documentation for Foods and Beverages

For fundraisers that do not meet the exemption criteria of the state HFC and beverage statutes (refer to “[Category 1: fundraisers held during the school day](#)” in this document), the fundraising organization must indicate how they determined that foods comply with the CNS and beverages comply with the state beverage statute and Smart Snacks. The required documentation for commercial products and foods made from scratch is summarized below.

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 resources, [How to Evaluate Commercial Food Products for Compliance with the Connecticut Nutrition Standards](#) and [Submitting Food and Beverage Products for Approval](#), and visit “[Commercial Products](#)” in the “Evaluating Foods for CNS Compliance” section of the CSDE’s CNS webpage.

Foods prepared from scratch

The required CNS documentation for foods made from scratch includes: 1) an accurate standardized recipe that indicates the calories, fat, saturated fat, sodium, and sugars per serving; and 2) the completed CNS worksheet for the applicable food category documenting that the standardized recipe’s serving with its accompaniments complies with the CNS (refer to “[CNS Worksheets](#)” in the “Evaluating Foods for CNS Compliance” section of the CSDE’s CNS webpage).

- **Category 1: foods prepared from ingredients using a standardized recipe:** Examples include entrees such as pizza, chef’s salad, lasagna, and sandwiches; soups; cooked grains (such as rice or pasta) with added salt and fat, e.g., oil, margarine, or butter; cooked vegetables with added salt and fat; salad with dressing; fruit smoothies; and baked goods such as muffins and cookies.

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- **Category 2: commercial foods with ingredients added after purchasing:** Examples include popping popcorn kernels in oil and adding salt; making muffins from a mix and adding butter and eggs; and adding sprinkles to commercial frozen cookie dough.

Adding ingredients to a commercial product changes its nutrition information per serving. To determine CNS compliance, these foods require a standardized recipe that indicates the amount of each ingredient and the nutrition information per serving.

Maintain this documentation for all foods made from scratch for the annual HFC documentation (due November 30 of each year) and the CSDE's [Administrative Review of the school nutrition programs](#). For easy access, the CSDE recommends storing this information electronically in a computer folder. For more information on the HFC documentation requirements, visit the ["Annual HFC Documentation"](#) section of the CSDE's HFC webpage and refer to the CSDE's resource, [Records Retention Requirements for the School Nutrition Programs](#).

For additional guidance on foods made from scratch, refer to the CSDE's [How to Evaluate Foods Made from Scratch for Compliance with the Connecticut Nutrition Standards](#) and [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#), and visit "[Foods Made from Scratch](#)" in the "Evaluating Foods for CNS Compliance" section of the CSDE's CNS webpage. Training is available in Module 4: Evaluating Foods for CNS Compliance of the CSDE's [Complying with Healthy Food Certification](#) training program.

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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

Beverage Requirements (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/beverage-requirements>

Complying with Healthy Food Certification Module 5: Other Laws for Foods and Beverages in HFC Schools (CSDE Training Program):

<https://portal.ct.gov/sde/nutrition/healthy-food-certification/hfc-training-program>

Complying with Healthy Food Certification Module 6: Fundraisers (CSDE Training Program):

<https://portal.ct.gov/sde/nutrition/healthy-food-certification/hfc-training-program>

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

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/healthy-food-certification>

How to Evaluate Commercial Food Products for Compliance with the Connecticut Nutrition Standards (CSDE):

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 (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/hfc/evaluate_scratch_foods_cns_compliance.pdf

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[List of Acceptable Foods and Beverages](#) (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages>

[Overview of Connecticut Competitive Foods Regulations](#) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/compfoods/overview_ct_competitive_foods_regulations.pdf

[Overview of Federal and State Laws for Competitive Foods in Connecticut Public Schools, Private Schools, and Residential Child Care Institutions](#) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/compfoods/overview_federal_state_laws_competitive_foods.pdf

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

https://portal.ct.gov/-/media/sde/nutrition/hfc/fundraiser_requirements_hfc.pdf

[Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools](#) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/hfc/resources_federal_state_requirements_competitive_foods.pdf

[Summary Chart of 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

[Summary of Connecticut Nutrition Standards](#) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/hfc/cns/connecticut_nutrition_standards_summary.pdf

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For more information, visit the CSDE's [Healthy Food Certification](#) webpage and [Connecticut Nutrition Standards](#) webpage or contact the [HFC Coordinator](#) at the Connecticut State Department of Education, 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/sample_fundraiser_form_hfc.pdf.



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