

Sample Fundraiser Form for Healthy Food Certification (HFC)

HFC districts may use the attached sample form, *Fundraiser Request Form for HFC Public Schools*, to review fundraisers for compliance with the requirements of HFC and the state beverage statute. The Connecticut State Department of Education (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 either: 1) only sell foods and beverages 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, see the CSDE's handout, [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#), and PowerPoint presentation, [HFC Fundraiser Requirements](#); and the CSDE's guide, [Guide to Competitive Foods in HFC Public Schools](#). The CSDE's handout, [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 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.

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For information on the CNS requirements, see the CSDE's handout, [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, see the CSDE's handout, [Allowable Beverages in Connecticut Schools](#) and PowerPoint presentation, [Beverage Requirements for Connecticut Public Schools](#), 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:** The CSDE strongly recommends using the CSDE's [List of Acceptable Foods and Beverages](#) webpage to determine which food and beverages may be sold. This list includes brand-specific commercial foods that meet the CNS and beverages that meet the state beverage requirements.
- **Foods made from scratch:** This includes 1) foods that are prepared from scratch using a recipe, such as entrees, soups; cooked grains such as rice and pasta with added fat and salt; cooked vegetables with added fat and salt; salad with dressing; fruit smoothies; and baked goods such as muffins and cookies; and 2) foods that require some additional processing by adding other ingredients after purchasing. Examples include popping popcorn kernels in oil; assembling a sandwich; making muffins from a mix and adding butter and eggs; and adding sprinkles to commercial frozen cookie dough.

Schools 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. The CNS worksheets are available on the "[Documents/Forms](#)" section of the CSDE's CNS webpage. Information on evaluating recipes is available in the CSDE's handout, [Guidance on Evaluating Recipes for Compliance with the CNS](#), and the "How To" section of the CSDE's [Connecticut Nutrition Standards](#) 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](#));

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- 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, see the CSDE's handout, *Requirements for Food and Beverage Fundraisers in HFC Public Schools* and *Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools*.

Resources

Allowable Beverages in Connecticut Public Schools (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/AllowableBeverages.pdf>

Beverage Requirements (CSDE webpage):

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

Beverage Requirements for Connecticut Public Schools (PowerPoint Presentation) (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/BeveragesPresentation.pdf>

Competitive Foods in Schools (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Competitive-Foods>

Connecticut Competitive Foods Regulations (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CTCompFoodRegulation.pdf>

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/EvaluateRecipeCNS.pdf>

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

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CompetitiveFoodsGuideHFC.pdf>

Healthy Food Certification (CSDE webpage):

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

Healthy Food Certification Fundraiser Requirements (PowerPoint Presentation) (CSDE):

<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 Foods Made from Scratch for Compliance with the CNS (CSDE):

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

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How to Evaluate Purchased Foods for Compliance with the CNS (CSDE):

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

List of Acceptable Foods and Beverages (CSDE webpage):

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

Questions and Answers on Connecticut Statutes for School Foods and Beverages (CSDE):

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

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

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

Sections 10-215b-1 and 10-215b-23 of the Regulations of Connecticut State Agencies:

https://eregulations.ct.gov/eRegsPortal/Browse/RCSA/Title_10Subtitle_10-215b/

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

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/SummaryChartHFC.pdf>



For more information, visit the CSDE's [Healthy Food Certification](#) and [Connecticut Nutrition Standards](#) webpages or contact the [coordinator of HFC](#) at the Connecticut State Department of Education, 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/FundraiserFormHFC.doc>.

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Waterbury Public Schools Fundraiser Request Form for HFC Public Schools

Complete this form for all school food and beverage fundraisers and submit to Linda Franzese, Food Service Director, 562 Captain Neville Drive, Waterbury, CT 06705 – Phone: 203-574-8210 – Fax: 203-346-6110

All food fundraisers must meet the Connecticut Nutrition Standards (CNS) and all beverage fundraisers must meet the beverage requirements of Section 10-221q of the Connecticut General Statutes (C.G.S.), 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. For detailed guidance on the fundraiser requirements, see the CSDE’s handout, [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#), and PowerPoint presentation, [HFC Fundraiser Requirements](#); and the CSDE’s guide, [Guide to Competitive Foods in HFC Public Schools](#). The CSDE’s [List of Acceptable Foods and Beverages](#) webpage includes brand-specific commercial foods that meet the CNS and beverages that meet the state beverage requirements.

School where fundraiser will occur: _____

Fundraising organization: _____

Fundraising contact person: _____

Phone: _____ E-mail: _____

Dates of fundraiser: FROM _____ / _____ / _____ TO _____ / _____ / _____
month day month day year

1. Will the fundraiser sell any **food items**? Yes No: *Skip to question 2*
- a. Do the food items meet the Connecticut Nutrition Standards?
- No
- Yes: How was compliance determined? **Note:** Commercial items must be listed on the CSDE’s List of Acceptable Foods and Beverages webpage. Foods made from scratch must have a recipe with nutrient analysis and the completed CNS worksheet.
- _____
- _____
- _____

2. Will the fundraiser sell any **beverages**? Yes No: *Skip to question 3*
- a. Do the beverages meet the requirements of state statute?
- No
- Yes: How was compliance determined? **Note:** Commercial items must be listed on the CSDE’s List of Acceptable Foods and Beverages webpage.
- _____
- _____
- _____

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3. List all food or beverage items sold, e.g., candy, cookie dough, cake, soda, etc. *(Attach additional pages if necessary)*

Manufacturer	Food or beverage

4. **Who** will the fundraiser items be sold to? *(Check all that apply)*

- Students
 Parents and other adults
 School staff
 Other *(specify)*: _____

5. **Where** will the fundraiser be conducted? *(Check all that apply)*

- On school premises
 Off school premises

6. **When** will the fundraiser be conducted? *(Check all that apply)*

- During the school day *(indicate times)*: _____
 After the school day *(indicate times)*: _____
 On the weekend *(indicate times)*: _____

7. Will the fundraiser be conducted at the **location of an event that has been exempted by the board of education?**

- No
 Yes: *Describe event:* _____

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

For district use only

The fundraiser is (check one):

- Approved:** Foods sold in the fundraiser meet the CNS and/or beverages sold in the fundraiser meet the requirements of the state beverage statute; and the fundraiser will be conducted in compliance with the HFC requirements.
 Not approved (indicate reason): _____

Signature

Linda Franzese, Food Service Director

Date