

FOOD-BASED FUNDRAISING ESSENTIAL INFORMATION

FOOD-BASED FUNDRAISING BACKGROUND

Effective July 1, 2014, all foods sold on school campuses during the school day, including in fundraising efforts, will be subject to the 'Smart Snacks in Schools' nutrition standards with the exception of *three* exempt fundraisers per school year at each school. When planning fundraising efforts, please note the following.

- All food-based fundraisers must occur outside of meal service times (30 minutes before through 30 minutes after).
- **All food-based fundraisers** proposed must be submitted for approval through the Director of Food and Nutrition Services using the '**Food-Based Fundraiser Approval Form**'.

Beginning in school year 2014-15 schools will submit all food-based fundraisers to the Food and Nutrition Services department and coordinate which fundraisers they'd like to propose as being exempted from the nutrition standards.

FORMS OF FOOD-BASED FUNDRAISING

Food-based fundraisers typically fall into one of the three categories below. Procedures will differ slightly for each.

1. School stores (selling food or beverage) that operate throughout the school year.
 - a. School stores may not operate during schools' meal periods (including 30 minutes before service and 30 minutes after service)
 - b. Foods and beverages sold must meet 'Smart Snacks' nutrition standards when sold during the school day.
 - c. School stores will not typically qualify as exempt fundraisers.
 - d. See *Purchasing and Approval for Food Sales* for further instructions.
2. Foods sold to students and consumed at school for a specified time period (one day, one week, etc) to raise funds for a specified school group or project.
 - a. Items may not be sold to students during schools' meal periods (including 30 minutes before service and 30 minutes after service)
 - b. Three (3) of this type of food-based fundraiser may be exempted from the nutrition standards per school, per school year.
 - c. Examples include World's Finest Candy Bar Sales, Pancake Breakfasts, Bake Sales, Candy-Gram Sales, Jamba Juice Smoothie Sales
 - d. See *Food-Based Fundraising Approval Process* for submitting this type of fundraiser.
3. Foods sold by order form that are in unfinished form and meant to be prepared and consumed at home.
 - a. Fundraisers such as this are not subject to the 'Smart Snacks' nutrition standards and will not be limited by the 'Smart Snacks' regulations.
 - b. Examples may include Butter Braids, Cookie Dough, or Frozen Pizza Sales

PURCHASING AND APPROVAL FOR FOOD SALES

Effective July 1, 2014, all foods sold on school campuses, during the school day will be subject to the 'Smart Snacks in Schools' nutrition standards. School organizations are able to sell food in school stores during permitted times (no food may be sold 30 minutes before through 30 minutes after any school meal period) if they meet these nutrition standards. Food and Nutrition Services (FNS) will be responsible for approving the items to be sold and will keep records of the items being sold to students in each school if the product is purchased through FNS.

If a school chooses to submit a food label for approval and it is approved, the school will be responsible for keeping records of foods sold for a minimum of three years. Records to be kept on file for each items sold include product name, nutrition facts label, and ingredient list.

When purchasing items for this purpose, you may find that there are limited items that meet these nutrition standards. To help facilitate this process, we have established two options for purchasing and approving food items:

1. Purchase items through Food and Nutrition Services
2. Submit a nutrition label for the products you'd like to serve and Food and Nutrition Services will approve prior to their purchase.

Please direct questions about operating a school store under new guidelines to Food and Nutrition Coordinator of Operations, Shanna Williams at 720-886-7156 or swilliams102@cherrycreekschools.org.

PURCHASING FOOD ITEMS THROUGH FOOD AND NUTRITION SERVICES

If you would like to order items through Food and Nutrition Service, please follow the below steps.

1. Use *Smart Snacks Order Form*.
2. The order form lists all available items. Please enter the quantity of each item you'd like to purchase and a total purchase amount will be calculated.
3. Pay close attention that you have completed all required fields.
 - a. Invoice Number- *enter as your school's 3 letter code and the numerical date (ex: HMS081914)*
 - b. School Site
 - c. Contact Name
 - d. Address
 - e. Budget Code (if applicable)
 - f. Contact Phone Number
4. Email Smart Snacks Order Form to the Food and Nutrition Services Coordinator of Operations, Shanna Williams: swilliams102@cherrycreekschools.org.
5. Order will be confirmed by FNS Coordinator of Operations and a delivery date will be communicated.
6. The products will be delivered to your school's kitchen and you will be able to pick them up.
7. An invoice will be sent to you at your school and can be paid by budget code or by check to Food and Nutrition Services.

SUBMITTING NUTRITION LABELS FOR APPROVAL

If you would like to purchase items from another source, these items must be approved by Food and Nutrition Services prior to purchase and sale of items. Please follow the steps below:

1. Determine items you'd like to purchase for sale in your program.
2. Take picture of or scan *nutrition label and ingredient list* and send to Coordinator of Operations, Shanna Williams: swilliams102@cherrycreekschools.org.
3. The Coordinator of Operations will approve the item for sale within one week of submission.
4. After item is approved, Coordinator of Operations will communicate that item may be sold.
5. Maintain a record of the items that you are currently selling for documentation. Product name, nutrition label and ingredient list for each item must be kept.

FOOD-BASED FUNDRAISING APPROVAL PROCESS

Please follow the steps below when proposing food-based fundraisers that will occur during a specified, infrequent time period.

1. Propose fundraiser and discuss with school principal prior to submission of fundraiser.
2. Once a fundraiser is approved by the school principal to be submitted, complete 'Food-Based Fundraiser Approval Form'.
 - a. Complete PDF form
 - b. Print form and obtain principal signature
 - c. Scan and email form to Food and Nutrition Services Director, Erika Edwards via jmckinney19@cherrycreekschools.org
 - d. Nutrition label and ingredient list should be attached when form is submitted. If unavailable, contact Food Services via jmckinney19@cherrycreekschools.org or 720-886-7173.
3. Once received Food and Nutrition Services Director will classify the fundraiser into one category as follows:
 - Food item *meets* 'Smart Snacks' nutrition standards and fundraiser can be conducted without limitations during allowable times, based on the information provided.
 - Food *does not* meet 'Smart Snacks' nutrition standards but is an unfinished product intended to be prepared and consumed at home and therefore is approved and can be conducted without limitations.
 - Food *does not* meet 'Smart Snacks' nutrition standards and will be approved as one of the schools three exempt fundraisers.
 - Food *does not* meet 'Smart Snacks' nutrition standards and is not approved because 3 exempt fundraisers have already been approved for this school during 2017-18 school year.
 - Fundraiser occurs 30 minutes after end of school day and can be conducted without exemption.
4. Food and Nutrition Services Director will send signed approval documentation to school principal and fundraiser sponsor.
5. Copies of this record should be kept on file at the school for three full school years.

PLEASE SUBMIT FOUR WEEKS IN ADVANCE OF THE FUNDRAISER START DATE