

Waterbury Public Schools Fundraiser Request Form

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

Our district participates in [Healthy Food Certification \(HFC\)](#). Foods available for sale to students must comply with the [Connecticut Nutrition Standards \(CNS\)](#) and beverages must comply with the beverage requirements of Section 10-221q of the Connecticut General Statutes (C.G.S.) unless the fundraiser meets the following exemption criteria of the state HFC and beverage statutes: 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, refer to the Connecticut State Department of Education’s (CSDE) [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#). Training on the requirements for fundraisers in HFC public schools is available in “Module 6: Fundraisers” of the CSDE’s [Complying with Healthy Food Certification](#) training program.

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. Foods made from scratch must have a standardized recipe with the nutrition information per serving, and the completed [CNS Worksheet](#) for the applicable food category. For more information, refer to the CSDE’s resources, [How to Evaluate Commercial Food Products for Compliance with the Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#), [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](#).

School where fundraiser will occur: _____

Fundraising organization: _____

Fundraiser contact person: _____

Phone: _____ Email: _____

Start date: _____ / _____ / _____ End date: _____ / _____ / _____
month, day, year month, day, year

1. Who will the fundraiser items be sold to? *Check all that apply.*

Students Parents and other adults School staff

Other (*specify*): _____

2. Where will the fundraiser be conducted? *Check all that apply.*

On school premises Off school premises

3. When will the fundraiser be conducted? *Check all that apply.*

During the school day (*indicate times*): _____

a. Who will sell the nutritious low-fat foods required by C.G.S. [Section 10-221p](#)?

After the school day (*indicate times*): _____

On the weekend (*indicate times*): _____

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4. Will the fundraiser occur:
- at the location of an event held after school day or on the weekend?
 No Yes: *Describe event:* _____
 - while any Child Nutrition Programs (CNP) are operating, e.g., National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program (ASP) of the NSLP?
 No Yes: *Indicate which CNP:* _____
5. List all foods and beverages that will be sold. Include the manufacturer name for commercial products and the recipe name for foods and beverages made from scratch. *Attach additional pages if necessary.*

Food or beverage	Commercial product	Made from scratch	Manufacturer name (if commercial product)
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

7. Do all foods meet the CNS? No Yes: *Indicate below how CNS compliance was determined.*
8. Do all beverages meet the state requirements? No Yes: *Indicate below how compliance was determined.*
9. How will the fundraiser be conducted? Explain the sales process, money collection process, and pick-up procedures:

For district use only

Check one:

- Approved ***category 1: fundraiser sells compliant foods and beverages during the school day:*** The fundraiser does not meet the exemption criteria, but all foods and beverages comply. The fundraiser does not occur while CNPs are operating and complies with C.G.S. Section 10-221p.
- Approved ***category 2: fundraiser sells noncompliant foods and beverages at an event after the school day:*** The fundraiser meets the exemption criteria and does not occur while CNPs are operating.
- Approved ***category 3: fundraiser catalogs and orders for noncompliant foods and beverages:*** Students bring fundraiser orders and money to school and distribution of foods/beverages complies with one of the following: a) parents or other adults pick up the foods/beverages on school premises; b) students pick up the foods/beverages at an event on school premises that occurs after the school day or on the weekend, when CNPs are not operating; or c) the pick-up location for the foods/beverages is off school premises. The district's pick-up policy for foods/beverages is clearly indicated on the school's fundraising flier and any written communication regarding the fundraiser.
- Denied (indicate reason): _____

Signature

Linda Franzese, Food Service Director

Date