

## Food Fundraiser Checklist

A food fundraiser is a fundraiser where food or beverages are sold. References to "food" below also include beverage sales.

**PLEASE NOTE:** All fundraisers regardless of the answers marked below are required to have a District Fundraising Form filled out.

Food fundraisers may not be sold in competition with reimbursable meals in the food service area during meal service.

1. Is the food from this fundraiser available to students?
  - a.  No – you are done – no additional paperwork needed
  - b.  Yes – Go to Question 2
  
2. Is this fundraiser held on school property?
  - a.  No – you are done – no additional paperwork needed
  - b.  Yes – Go to Question 3
  
3. Is the fundraiser being held between the hours of midnight through ½ hour after the last bell/last official class on a day school lunch and/or breakfast are provided?
  - a.  No – you are done – no additional paperwork needed
  - b.  Yes – Go to Question 4
  
4. Is the food in a form where it could be consumed at the time of purchase? (this question relates to the actual item (i.e. not frozen) and not any school rules on when it can be consumed)
  - a.  No – you are done – no additional paperwork needed
  - b.  Yes – Go to Question 5

5. Each established official school organization and/or club can hold up to two exempt food fundraisers per school year. An exempt food fundraiser does not need to go through the detailed tracking process but cannot last more than two weeks (days must be consecutive school days – any separation in school days counts as a new fundraiser).

Is this one of your two exempt food fundraisers for your organization?

- a.  Yes – Complete all parts of the Exempt Fundraiser Tracking Tool form and turn in to the appropriate building representative

- b.  No – Go to Question 6
- 6. Does the product(s) being sold have a nutrition label?
  - a.  Yes
    - i. Input the information from the nutrition label into the Smart Snacks Product Calculator. Is the product compliant?
      - 1.  No – you cannot sell this product on school property between midnight through ½ hour after the last bell/last official class on a day school lunch and/or breakfast are provided
      - 2.  Yes –
        - a. Print out the Results from the Smart Snacks Calculator
        - b. Make photocopy of product label
        - c. Place the results printout and product label photocopy in your school’s Smart Snack Tracking Binder
        - d. Enter product on Smart Snacks Tracking Tool form and turn in to the appropriate building representative
        - e. Fill in Compliant food Fundraiser Tracking Tool form and turn in to the appropriate building representative
  - b.  No – Go to Question 7
- 7. Do you have a recipe for the product?
  - a.  No – you cannot sell this product on school property between midnight through ½ hour after the last bell/last official class on a day school lunch and/or breakfast are provided
  - b.  Yes – Provide the recipe to the Manager of Food Services – you need to give at least 30 days before the sale for this to be completed. Is the recipe compliant?
    - i.  No – you cannot sell this product on school property between midnight through ½ hour after the last bell/last official class on a day school lunch and/or breakfast are provided
    - ii.  Yes –
      - 1. Include a copy of the recipe analysis as done by the Manager of Food Service in your school’s Smart Snack Tracking Binder
      - 2. Enter product on Smart Snacks Tracking Tool form and turn in to the appropriate building representative
      - 3. Fill in Compliant Food Fundraiser Tracking Tool Form and turn in to the appropriate building representative