



Food / Beverage Fundraiser Request Form

INSTRUCTIONS: Complete this form in its entirety. Each request must be signed by the school principal and submitted to the Operations Department at the Administrative Service Center no later than TEN (10) DAYS prior to the anticipated fundraiser. A copy of the approved/denied request will be returned to the school or origin.

GENERAL RULES AND REGULATIONS

1. Students may not participate in door-to-door solicitation for fundraising.
2. School and school-related organizations, such as the PTO, Booster Club, etc. may not conduct fundraisers that involve students during the school day.
3. An academic class is prohibited from conducting fundraisers.
4. The only approved forms of payment for fundraisers are cash and check.
5. Fundraisers and flyers/advertisements must have prior approval from the Superintendent or designee before it can take place.
6. Per GaDOE: Any food or beverage sold to students on the school campus* during the school day** must meet federal Smart Snacks standards. This includes food or beverages sold in a la carte sales, vending machines, school stores, snack carts, and fundraisers. Any entity selling food to students is required to maintain records, such as nutrition labels and product specifications.
 - *School campus: All areas of the property under the jurisdiction of the school that are accessible to students.
 - **School day: Midnight before until 30 minutes after the end of the official school day.
7. Fundraiser Exemptions: The Georgia Department of Education’s Board approved 30 exempted fundraisers per school per school year not to exceed 3 days in length. However, there are time and place restrictions. Exempted fundraisers cannot operate anywhere on the school campus 30 minutes prior until 30 minutes after the end of breakfast and lunch meal services. Exempted fundraisers cannot be in vending machines, school stores, snack bars or a la carte sales. Fundraisers occurring in these venues must meet the Smart Snacks standards.

Full details on Smart Snacks can be found at:

<https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf>
<https://snp.gadoe.org/Programs/Pages/SmartSnacks.aspx>

Name of School: _____ Date of Request: _____

Name of Organization AND Sponsor: _____

Name of Fundraiser: _____

Description of Fundraiser: _____

Will Students be involved? YES NO If yes, how so? _____

Will an outside vendor be involved? YES NO
If yes, provide the name, location, and a brief explanation: _____

Number of Students Involved: _____ Dates(s) of Fundraiser: _____

Anticipated Revenue: \$ _____

Please initial each applicable section below:

- I certify my fundraiser is Smart Snacks compliant.
- I certify my fundraiser, if approved and is not in compliance with Smart Snacks, will not exceed three consecutive days in length.
- I certify my organization will maintain all required documents, including food labels and products sold as well as receipts for my fundraiser. In addition, I will provide these documents to the school/district upon request.
- I have attached a copy of this fundraiser flyer/advertisement or will submit a copy for approval at least TEN (10) DAYS prior to the anticipated fundraiser.

School Level Approval	This will be exemption # _____ of 30.
School Sponsor’s Signature: _____	Date: _____
Principal’s Signature: _____	Date: _____
District Level Approval: Approved: _____ Denied: _____ Reason: _____	
Superintendent/ Designee’s Signature: _____	Date: _____