

"THE DISTRICT"

Donna Independent School District

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Memorandum

DATE: September 19, 2022

TO: All Principals

CC: All Elementary Secretaries

All Secondary Secretaries

Christina Ochoa, Accounting Supervisor *CO*

Gerardo Cavazos, Finance Director *GC*

Nancy Ortiz, Child Nutrition Director *NO*

Alfonso Perez, Assistant Superintendent for Business & Finance *AP*

FROM: Jesus Garcia, Accountant

SUBJECT: Food Sale Fundraisers

BOARD OF TRUSTEES

David De Los Rios
President

Jose L. Valdez
Vice-President

Fernando Castillo
Secretary

Members

Lt (Col.) Robert Perez
Jose Rogelio Reyna Jr.
Dr. Maricela Valdez
Eva Castillo Watts

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Angela Dominguez
Superintendent of
Schools

Adela G. Troncoso
Assistant Superintendent
for Human Resources

Rebecca Castaneda
Assistant Superintendent
for Leadership

Rashad J. Rana
Assistant Superintendent
for Educational Services

Alfonso Perez
Assistant Superintendent
for Business and Finance

This email is intended to provide updates and clarification on food sale fundraisers for students and faculty. All food sale fundraisers must abide by following the Texas Department of Agriculture and Donna ISD CNP Department guidelines.

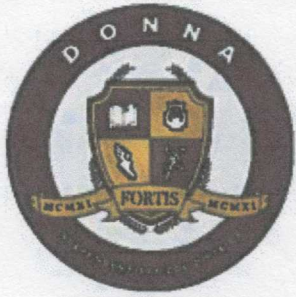
Students:

1. Student Food Sales Fundraisers are allowed to take place, the following are the guidelines:

- Food sales are limited to **six (6)** food sale fundraisers per campus **during a school day for a school year.**
- Food sales **must be distant** from any location where school meals are served **during a school day.**
- There is **no limit** on the number of student food sale fundraisers if **conducted before or after the school day** and food items do not have to meet nutrition standards.

2. Before the start of a new school year, campuses **will be required** to specify the six (6) student food sale fundraisers dates in **the Campus Fundraising Plan.**

3. Beginning this school year (2022-2023), **campuses will also be required** to obtain approval from CNP Department for any food sales held during a school day for the school year. Campus Principals must submit the **CNP Department Student Fundraiser Form (attached to email)** to CNP Department Director Mrs. Nancy Ortiz for approval. **The CNP Department Student Fundraiser Form will be completed based on the Campus Fundraiser Plan six (6) food sale fundraising dates.** This will allow CNP Department to be cognizant of student food sale fundraisers during school hours for the school year 2022-2023.



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Faculty:

1. Faculty Food Sale Fundraisers are allowed to take place, the following are the guidelines:

- There is **no limit** on the number of food sale fundraisers Faculty can carry out before, during or after a school day. Food items do not have to meet nutrition standards.
- Food sales **must only** be allowed to other faculty members, district personnel, and community members, no students.
- Food sales **must be distant** from any location where school meals are served **during a school day**.
- Campus Principals **must submit for approval the CNP Department Faculty Fundraiser Form (attached to email) every time** faculty at its campus will engage in the sale of food items **during a school day**.

CNP Department and the Business Office will coordinate to ensure student and faculty food sale fundraisers are carried out following the established guidelines. Failure to adhere to these guidelines will result in issuance of letter of reprimand and fiscal action.

Any questions please feel free to contact me.

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Jesus A. Garcia

Accountant