FUNDRAISER REQUEST FORM

School: _____ **Organization:** _____

Contact: _____ **Phone:** _____

Please explain the use of funds raised: _____

_____

_____

What is being sold? _____
(If food and/or beverages are being sold, see instructions listed below.)

Fundraiser Dates: from _____ to _____

Fundraiser Financial Goal: $_____

Fundraisers must comply with the Region's Policy on School Fund Raisers. If food and/or beverage items are being *sold to students during the school day,* they **must** meet the Region's Nutrition Guidelines for Foods Sold in Schools and the Connecticut Nutrition Standards for Healthy Foods and Beverages. Selling foods may require a permit from the area health department. Please see the guidelines available at each school or visit the Region's website at www.ctreg14.org for additional information.

Exemption: Any type of food or beverage for sale to students is allowed if all of the following three conditions are met:

1. The sale is in connection with an event* occurring after the regular school day or on the weekend
2. The sale is at the location of the event*
3. The food and/or beverages are not sold from a vending machine or school store

*Event examples: Athletic games, theater productions
Examples of non-events that do not qualify for the above food or beverage exemption: Athletic or Fine Arts practices, meetings, or rehearsals

Sales of food and/or beverage items from catalogs or order forms: The catalog/order form may be sent home with the student. The student may sell the food or beverage items and return the proceeds to the school. The parent/guardian or other adult **must** pick up the items upon delivery.

Sales of food tickets, coupons, tokens, or similar items that are redeemable for food is the same as selling food to students unless it meets the exemptions listed above. Otherwise, food and/or beverages must meet the Connecticut Nutrition Standards.

If the fundraiser involves selling food and/or beverage items, please supply the following information:

Type of Food or Beverage:

_____

(Examples: cookie dough, cakes, pies, soda, candy)

Manufacturer: _____

Explain the sale process, collection process, and pick-up procedures (if applicable):

_____

_____

The Fundraiser will be conducted: (check all that apply):

- ☐ Within the school for students
- ☐ After the school day
- ☐ At the location of the event*
- ☐ Off school premises

For all types of fund raisers, please answer the following questions:

Will the items for sale be directed at family & friends? ◯ Yes ◯ No

Will the items be for sale in a public place? ◯ Yes ◯ No

Advisor/Requestor's Name: _____

Advisor/Requestor's Signature: _____ Date _____

Principal's Signature: _____ Date _____

Superintendent's Signature: _____ Date _____

THIS FORM MUST BE FILED WITH THE BUILDING PRINCIPAL 30 DAYS BEFORE THE EVENT.

(For Fundraising Ideas, a **Healthy Fundraising Pamphlet** is available through the district contact person or at school locations.)