## CHOCTAW-NICOMA PARK PUBLIC SCHOOLS

# REQUEST FOR FUNDRAISER

**Fundraiser # _____**

Request Date: _____ Site: _____ Activity Account #: _____

Sponsor Name: _____

School Organization: _____

Purpose of Fundraiser: _____

Fundraiser Starting Date: _____ Fundraiser Ending Date: _____ Duration (# of Days): _____

Fundraiser Vendor Name: _____

Description of product to be sold or activity to raise funds (Attach additional sheet or brochure if available):

_____

Selling Price of Product (or admission fee): _____ Who will collect the money? _____

Can unsold merchandise be returned to the company? Yes ❒ No ❒ Anticipated Profit %: _____

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**Does the fundraiser have food items? Yes* ❒ No ❒**

*** If "Yes" and you wish to be exempt from the "Smart Snacks in School" standards (See reverse side), then you must certify <u>all</u> below. If you do not certify all items below, then this fundraiser will be considered as non-exempt.**

❒ This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.

❒ This fundraiser will not operate for more than fourteen (14) days in total.

❒ The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

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***As sponsor of this project, my signature below certifies that I will follow the Choctaw-Nicoma Park Public School Board policy for fundraisers. No money will be stored in my room or desk, but will be receipted in the district's receipting software and turned into the school office on a daily basis. A Fundraiser Accounting Form will be completed and submitted to the district's Business Office within two weeks following the fundraiser ending date.***

_____ Fundraiser Sponsor

_____ Principal

_____ Smart Snacks School Contact Person (if different from Principal)

_____ Date

_____ Chad Allcox, Chief Financial Officer

_____ Date

***For Office Use Only:***

Semester (First or Second): _____ Site: _____ School Exemption #: _____

# USDA "SMART SNACKS IN SCHOOLS" STANDARDS

- **ANY FOOD SOLD IN SCHOOL MUST INCLUDE ONE OF THE FOLLOWING:**
  - Be a "whole grain-rich" product
  - The first ingredient is a fruit, a vegetable, a dairy product or a protein food
  - Combination food with at least ¼ cup of fruit and/or vegetable

- **FOODS MUST ALSO MEET SEVERAL NUTRITIONAL REQUIREMENTS:**
  - **Calorie Limits:**
    - Snack Items: ≤ 200 Calories
    - Entrée Items: ≤ 350 Calories
  - **Sodium Limits:**
    - Snack Items: ≤ 200 mg
    - Entrée Items: ≤ 480 mg
  - **Fat Limits:**
    - Total Fat: ≤ 35% of Calories
    - Saturated Fat: ≤ 10% of Calories
    - Trans Fat: 0 grams
  - **Sugar Limits:** ≤ 35% of weight from total sugars in food

- **ACCOMPANIMENTS:** Items such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.

- **CAFFEINE:**
  - Elementary and Middle School foods and beverages must be caffeine-free with the exception of naturally occurring caffeine substances
  - High School foods and beverages may contain caffeine

- **BEVERAGES:**
  - **All schools may sell:**
    - Plain water
    - Unflavored low fat milk
    - Unflavored or fat-free milk
    - 100% fruit or vegetable juice
    - 100% fruit or vegetable drink diluted with water (with or without carbonation) and no added sweeteners

  - **Elementary Schools may sell up to 8 ounce portions while middle and high schools may sell up to 12 ounce portions of milk and juice. There is no portion size for plain water.**

  - **High Schools Only:**
    - No more than 20 ounce portions of:
      - Calorie-free flavored water (with or without carbonation)
      - Other flavored and/or carbonated beverages that are labeled to contain ≤ 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces
    - No more than 12 ounce portions of beverages with ≤ 40 calories per 8 fluid ounces or ≤ 6- calories per 12 fluid ounces

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code Title 210; Chapter 10; Subchapter 3; Section 112.

# FUNDRAISER PROCEDURES

1. Submit a **FUNDRAISER REQUEST FORM** to the Finance Office two (2) weeks prior to starting any fundraiser. Fundraisers should not be started without an approved fundraiser number.

2. After fundraiser has been approved, complete a Purchase Requisition for products and/or services **and include the approved fundraiser number in the Purchase Requisition item description**.

3. All monies collected will be receipted in the district receipting software and turned into the site office on a daily basis. Each individual deposit must be recorded on the **FUNDRAISER ACCOUNTING FORM**.

4. Within two (2) weeks of the close of the fundraiser, the sponsor will sign and return the completed **FUNDRAISER ACCOUNTING FORM** to the Activity Funds Custodian.

***It is imperative that these procedures be followed. The need for fundraisers is understood and these procedures have been established to assist you in conducting profitable fundraisers to meet your goals and to allow for proper accounting for your fundraisers.***

# FUNDRAISER ACCOUNTING FORM

**Fundraiser #**_____

**InTouch Item #** _____

## DEPOSIT HISTORY

(Record each individual deposit and return this form within two weeks of the close of the FUNDRAISER.)

Date_____ Amount_____

Date_____ Amount_____

Date_____ Amount_____

Date_____ Amount_____

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Date_____ Amount_____

Date_____ Amount_____

Date_____ Amount_____

Date_____ Amount_____

Total Monies Collected:_____

Total Cost of Products: _____

Net Total Profit to Organization: _____

Number of units ordered:_____

Number of units sold: _____Number of units returned:_____

Number of units unaccounted for: _____ Explain:_____

_____

Selling price of each unit: _____Organizations cost for each unit: _____

_____ _____

Sponsor's Signature Principal's Signature

## **DEPOSIT HISTORY** (Continued)

Date_____ Amount_____

Date_____ Amount_____

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