

Waterbury Public Schools Fundraiser Request Form

Complete this form for all school food and beverage fundraisers. Submit to Adam Shaban, Food Service Director, 562 Captain Neville Drive, Waterbury, CT 06705, Phone: 203-574-8033, Fax: 203-346-6110.

Our district participates in [Healthy Food Certification \(HFC\)](#). Foods available for sale to students must comply with the [Connecticut Nutrition Standards \(CNS\)](#) and beverages must comply with the [beverage requirements](#) of Section 10-221q of the Connecticut General Statutes (C.G.S.) unless the fundraiser meets the following exemption criteria of the state HFC and beverage statutes: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the foods and beverages are not sold from a vending machine or school store. For guidance on the fundraiser requirements, refer to the Connecticut State Department of Education's (CSDE) resource, [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#). Training is available in "Module 6: Fundraisers" of the CSDE's [Complying with Healthy Food Certification](#) training program.

The CSDE's [List of Acceptable Foods and Beverages](#) webpage includes brand-specific commercial foods that meet the CNS and beverages that meet the state beverage requirements. Foods made from scratch must have a standardized recipe with the nutrition information per serving, and the completed [CNS Worksheet](#) for the applicable food category. For more information, refer to the CSDE's resources, [How to Evaluate Commercial Food Products for Compliance with the Connecticut Nutrition Standards](#), [How to Evaluate Foods Made from Scratch for Compliance with the Connecticut Nutrition Standards](#), and [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#).

School where fundraiser will occur: _____

Fundraising organization: _____

Contact person: _____

Phone: _____ Email: _____

Start date (month/day/year): _____ End date (month/day/year): _____

1. Who will the fundraiser items be sold to? Check all that apply.

☐ Students ☐ Parents and other adults ☐ School staff

☐ Other (specify): _____

2. Where will the fundraiser be conducted? Check all that apply.

☐ On school premises ☐ Off school premises

3. When will the fundraiser be conducted? *Check all that apply.*

☐ During the school day (indicate times): _____

a. Who will sell the nutritious low-fat foods required by [C.G.S. Section 10-221p](#)?

☐ After the school day (indicate times): _____

☐ On the weekend (indicate times): _____

4. Will the fundraiser occur at the location of an event held after school day or on the weekend?

☐ No ☐ Yes: Describe event: _____

Fundraiser Request Form

5. Will the fundraiser occur while any Child Nutrition Programs (CNP) are operating, e.g., National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program (ASP) of the NSLP?
- ☐ No ☐ Yes: Indicate which CNP: _____
6. List below all foods and beverages that will be sold. For commercial products, include the manufacturer's name and product variety. For foods and beverages made from scratch, include the recipe name and source. Attach additional pages if necessary.
7. Do all foods meet the CNS? ☐ No ☐ Yes: Indicate below how compliance was determined.
8. Do all beverages meet the state requirements? ☐ No ☐ Yes: Indicate below how compliance was determined.
9. Explain below how the fundraiser will be conducted, e.g., sales process, money collection process, and pick-up procedures:

For district use only

Check one:

- ☐ **Approved category 1: fundraiser sells compliant foods and beverages during the school day:** The fundraiser does not meet the exemption criteria, but all foods and beverages comply. The fundraiser does not occur while CNPs are operating and complies with C.G.S. Section 10-221p.
- ☐ **Approved category 2: fundraiser sells noncompliant foods and beverages at an event after the school day:** The fundraiser meets the exemption criteria and does not occur while CNPs are operating.
- ☐ **Approved category 3: fundraiser catalogs and orders for noncompliant foods and beverages:** Students bring fundraiser orders and money to school and distribution of foods/beverages complies with one of the following: a) parents or other adults pick up the foods/beverages on school premises; b) students pick up the foods/beverages at an event on school premises that occurs after the school day or on the weekend, when CNPs are not operating; or c) the pick-up location for the foods/beverages is off school premises. The district's pick-up policy for foods/beverages is clearly indicated on the school's fundraising flier and any written communication regarding the fundraiser.
- ☐ **Denied** (indicate reason): _____

Name and title of authorized individual: _____

Signature: _____ Date: _____