

## Jeffco Food and Nutrition Services

### FOOD-BASED FUNDRAISING ESSENTIAL INFORMATION

#### FOOD-BASED FUNDRAISING BACKGROUND

All foods sold on school campuses during the school day, including in fundraising efforts, will be subject to the 'Smart Snacks in Schools' nutrition standards with the exception of *three* exempt fundraisers per school year at each school. When planning fundraising efforts, please note the following.

- All food-based fundraisers must occur outside of meal service times: 30 minutes before service through 30 minutes after service each meal period.
- **All food-based fundraisers** proposed must be submitted for approval through the Food and Nutrition Services District Dietitian. Christina.chisler@jeffco.k12.co.us.using the '**Food-Based Fundraiser Approval Form**'.

---

#### FORMS OF FOOD-BASED FUNDRAISING

Food-based fundraisers typically fall into one of the three categories below. Procedures will differ slightly for each.

1. School stores (selling food or beverage) that operate throughout the school year.
  - a. School stores may not operate 30 minutes before service through 30 minutes after service each meal period.
  - b. Food and beverages sold must meet 'Smart Snacks' nutrition standards when sold during the school day.
  - c. **School Day** is defined as Midnight until 30 minutes after the school day ends.
  - d. School stores will not typically qualify as exempt fundraisers.
2. Foods sold to students and consumed at school for a specified time period (one day, one week, etc) to raise funds for a specified school group or project.
  - a. Items may not be sold 30 minutes before service through 30 minutes after service each meal period.
  - b. Three (3) of this type of food-based fundraiser may be exempted from the nutrition standards per school, per school year.
  - c. Examples include World's Finest Candy Bar Sales, Pancake Breakfasts, Bake Sales, Candy-Gram Sales, Jamba Juice Smoothie Sales, Food Trucks on Campus, etc.
3. Foods sold by order form in an unfinished form and meant to be prepared and consumed at home.
  - a. Fundraisers such as this are not subject to the 'Smart Snacks' nutrition standards and will not be limited by the 'Smart Snacks' regulations.
  - b. Examples may include Butter Braids, Cookie Dough, or Frozen Pizza Sales

## PURCHASING AND APPROVAL FOR FOOD SALES

All foods sold on school campuses, during the school day will be subject to the 'Smart Snacks in Schools' nutrition standards. School organizations are able to sell food in school stores during permitted times (no food may be sold 30 minutes before through 30 minutes after any school meal period) if they meet these nutrition standards. Food and Nutrition Services (FNS) will be responsible for approving the items to be sold and will keep records of the items being sold to students in each school if the product is purchased through FNS.

If a school chooses to submit a food label for approval and it is approved, the school will be responsible for keeping records of foods sold for a minimum of three years. Records to be kept on file for each items sold include product name, nutrition facts label, and ingredient list.

When purchasing items for this purpose, you may find that there are limited items that meet these nutrition standards. To help facilitate this process, we have established two options for purchasing and approving food items:

1. Purchase items through Food and Nutrition Services
2. Submit a nutrition label for the products you'd like to serve and Food and Nutrition Services will approve prior to their purchase.

Please direct questions about operating a school store under new guidelines to Food and Nutrition Dietitian, Christina Chisler at 303-982-6761 or [christina.chisler@jeffco.k12.co.us](mailto:christina.chisler@jeffco.k12.co.us).

## SUBMITTING NUTRITION LABELS FOR APPROVAL

If you would like to purchase items from another source, these items must be approved by Food and Nutrition Services prior to purchase and sale of items. Please follow the steps below:

1. Take picture or scan *nutrition label and ingredient list* of items and send to Dietitian, Christina Chisler: [christina.chisler@jeffco.k12.co.us](mailto:christina.chisler@jeffco.k12.co.us).
2. The Dietitian will approve the item for sale of the item(s).
3. If item is approved, the Dietitian will communicate that the item may be sold.
4. Maintain a record of the items that you are currently selling for documentation. Product name, nutrition label and ingredient list for each item must be kept.

---

### SUBMITTING FOOD THAT IS NOT PACKAGED

If you would like to have items that are made from scratch or do not have an individual nutrition label, these items must be approved by Food and Nutrition Services prior to sale of the items. Please follow the steps below:

1. Submit the detailed recipe along with the specific ingredients used in the recipe. This includes product and manufacturer name. (example. Cupcakes, using King Arthur's Flour) to Dietitian, Christina Chisler: [christina.chisler@jeffco.k12.co.us](mailto:christina.chisler@jeffco.k12.co.us).
2. The Dietitian will communicate whether the item may be sold.
3. Maintain a record of the items that you are currently selling for documentation. Product name, nutrition label and ingredient list for each item must be kept.

## FOOD-BASED FUNDRAISING ESSENTIAL INFORMATION

Please follow the steps below when proposing food-based fundraisers that will occur during a specified, infrequent time period.

1. Propose fundraiser and discuss with school principal prior to submission of fundraiser.
2. Once a fundraiser is approved by the school principal to be submitted, complete 'Food-Based Fundraiser Approval Form'.
  - a. Complete PDF form
  - b. Print form and obtain principal signature
  - c. Scan and email form to Food and Nutrition Services Dietitian, Christina Chisler, [christina.chisler@jeffco.k12.co.us](mailto:christina.chisler@jeffco.k12.co.us).
  - d. Nutrition label and ingredient list should be attached when form is submitted. If unavailable, contact Food Services Christina Chisler or 303-982-6761.
3. Once received Food and Nutrition Services Director will classify the fundraiser into one category as follows:
  - Food item *meets* 'Smart Snacks' nutrition standards and fundraiser can be conducted without limitations during allowable times, based on the information provided.
  - Food *does not* meet 'Smart Snacks' nutrition standards but is an unfinished product intended to be prepared and consumed at home and therefore is approved and can be conducted without limitations.
  - Food *does not* meet 'Smart Snacks' nutrition standards and will be approved as one of the schools three exempt fundraisers.
  - Food *does not* meet 'Smart Snacks' nutrition standards and is not approved because 3 exempt fundraisers have already been approved for this school during 2018-19 school year.
  - Fundraiser occurs 30 minutes after end of school day and can be conducted without exemption.
4. Food and Nutrition Services Dietitian will send signed approval documentation to school principal and fundraiser sponsor.
5. Copies of this record should be kept on file at the school for three full school years.

*PLEASE SUBMIT FORM FOUR WEEKS IN ADVANCE OF THE FUNDRAISER START DATE*

## FOOD BASED FUNDRAISER APPROVAL FORM 2019-20

*Please complete form below, print, and obtain necessary signatures. After completion, scan signed document and send to Food and Nutrition Services Dietitian at [christina.chisler@jeffco.k12.co.us](mailto:christina.chisler@jeffco.k12.co.us) four (4) weeks prior to the exempt fundraiser. Contact Christina Chisler at the Student Nutrition Center at 303-982-6761 with questions.*

**School Name:** \_\_\_\_\_ **School Group Name:** \_\_\_\_\_  
**Sponsor Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Sponsor Email Address:** \_\_\_\_\_ **Name of Fundraiser:** \_\_\_\_\_

**1. What food item(s) will be sold?**

*Please attach nutrition facts label and ingredient list to email for each food item being sold.*

**2. Where will fundraiser take place?**

**3. What date(s) will fundraiser be held?**

**4. What time will fundraiser be conducted? Include beginning and end time.**

**5. What are the Meal Service Hours on the proposed fundraiser day?**

<b>Advisor/Sponsor</b>	<b>Date</b>
<b>Principal Signature</b>	<b>Date</b>
<b>Food and Nutrition Dietitian Signature</b>	<b>Date</b>

**Approved**     
  **Denied**     
 **Exempt Fundrasier #** \_\_\_\_\_