



## Vallejo City Unified School District Food Sales Request Form

### Instructions for Completing:

**Per Federal and State regulations, school districts are required to approve all food and beverage sales on school campuses that are held during the “School Day”. The definition of “School Day” is from midnight to 30 minutes after the school day. To ensure compliance, please complete the Food Sales Request Form for any/all food sales activities on all school campuses.**

1. Allow up to 2 weeks for Processing of Request Form.
2. Complete Form in its entirety.
  - a. Date of Submission
  - b. Contact Information
  - c. Food and/or Beverage Information
  - d. Dates of Sales
  - e. Time of Day for Sales
  - f. Location of Sales
3. Include as much information on Food and/or Beverage items as possible. Attach Nutrition Labels when possible.
4. Submit form to Student Nutrition Services for approval.

Contact Student Nutrition Services if you have questions:

- a. Sally O’Sullivan – ext. 50010; [sosullivan@vallejo.k12.ca.us](mailto:sosullivan@vallejo.k12.ca.us)
- b. Irene Reynolds – ext. 50009; [ireynolds@vallejo.k12.ca.us](mailto:ireynolds@vallejo.k12.ca.us)
- c. Kerri Braverman – ext. 50007; [kbraverman@vallejo.k12.ca.us](mailto:kbraverman@vallejo.k12.ca.us)

For more information on food and beverage sales held on school campuses, visit the Student Nutrition Services website [www.vallejostudentnutrition.com](http://www.vallejostudentnutrition.com). Under the Wellness Policy tab you will find the Staff Guide to Food and Beverage Sales on School Campuses.



**VALLEJO CITY**  
UNIFIED SCHOOL DISTRICT

# Vallejo City Unified School District Food Sales Request Form

**This form is only required for Food/Beverage sales conducted on school campuses during the school day (from midnight to 30 minutes after the school day).**

Date of Submission \_\_\_\_\_

Site Name \_\_\_\_\_

Organization/Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Contact email \_\_\_\_\_

List all Food and/or Beverage items you wish to sell (Include/attach nutrition information when possible)  
Definition of "SOLD" - The exchange of foods and/or beverages for Money, Coupons, Vouchers, Tickets or Tokens

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) when Food and/or Beverage items will be sold (list individual date or date ranges)

\_\_\_\_\_

Time of day Food and/or Beverage items will be sold

Begin time \_\_\_\_\_

End time \_\_\_\_\_

Location on school campus where Food and/or Beverage items will be sold

Building/Classroom # \_\_\_\_\_

\*\*\*\*\* For Student Nutrition Services Use ONLY \*\*\*\*\* Do Not Write Below this line \*\*\*\*\*

Approved by	_____	_____
	Print Name	Signature
Denied	_____	_____
	Print Name	Signature
Denial Reason	_____	
Date	_____	