



A Principal's Guide to
State and Federal Regulations
Pertaining to Fundraisers and
Food Sales on Campus

Revised
July 1, 2015

This booklet is a compilation of legislation contained in California Ed Code, California Code of Regulations, United States Code and the Code of Federal Regulations as they pertain to all food sold on public school campuses outside of federal meal programs.

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Definitions

CA Senate Bill 12 – (SB12) – in 2005, this law established nutrition standards for all **food** sold to students anywhere on campus outside the NSLP and the NSBP including sales through vending machines; student stores; and parent, teacher and school fund raisers.

CA Senate Bill 965 – (SB965) – Defines school **beverage** standards for secondary and elementary schools including sales through vending machines; student stores; and parent, teacher and school fund raisers. Similar standards were previously defined for elementary and middle schools in Senate Bill 677.

CA Assembly Bill 626 – (AB626) - Effective January 1, 2014. Included the definition of “sold” to include *order forms* AND when any part of the exchange occurs on campus. Basically, non-compliant foods and beverages cannot be ordered, sold, or distributed on campus from midnight and up to 30 minutes after the school day is over.

Smart Snacks in School – *Federal* nutritional requirements for foods and beverages sold outside of federal meal programs in all public schools in the United States. NOTE: these are *federal* standards, California laws are stricter.

California Smart Snacks in School – These regulations are a combination of Federal and California laws, creating the strictest food and beverage laws across the nation, these are the guidelines **we** must follow.

Compliant Foods and Beverages – any food or beverage that meets the nutritional requirements outlined in California Smart Snacks in Schools. These are the only foods allowed for sale on campus and all foods must be pre-approved by Nutrition Services and Fiscal Services. Compliant foods meet, among other things, specific fat, saturated fat, sugar, trans-fat, sodium, and calorie levels. The charts included in this document outline these foods and beverage limits. Please note that the levels for Secondary and Elementary students are not the same.

Competitive foods - Any foods sold in schools that are not part of the federal school meal program including sales through vending machines; student stores; student body organizations; parents; teachers and school fund raisers. Basically, any food sold by any entity.

Food Item Approval Request – All food and beverage sales must receive prior approval from Nutrition Services and Fiscal Services. To obtain approval, you must submit a *Food Item Approval Request* to Nutrition Services no fewer than 30 days prior to the sale. The form is located on page 11 of this booklet and on the Nutrition Services web page.

Local School Wellness Policy (LWP) – The Twin Rivers LWP includes policy on Nutrition Education, Nutrition Standards, Physical Activity, Health and Wellness, Environmental Health, Family and Community Involvement and Policy Implementation. A copy of the Twin Rivers Board Policy 5030, Student Wellness, is available in your school cafeteria or on the Twin Rivers website.

School Campus – All areas of the property under the authority of the school that are accessible to students during the school day.

School Day – For the purposes of this legislation, the definition of school day is from midnight to 30 minutes after the school

day, but could be later defined by the state as after any after school programs.

Petition for a Fundraiser and Revenue Reports – All Student Body fundraisers must be approved by Fiscal Services thirty days before the sale takes place. These forms must be filled out, submitted and approved before any sale can take place, on or off campus. If the fundraiser includes any food items a *Food Item Approval Request* must be included.

Trans Fats - A food item that contains vegetable shortening, margarine, or any kind of hydrogenated or partially hydrogenated vegetable oil, unless the manufacturer's documentation or the label lists the Trans-fat content as less than 0.5 gram per serving. Effective July 1, 2009: Foods containing artificial Trans-fat cannot be served or sold on any CA public school campus.

History

In 2004, Congress enacted the *Child Nutrition and WIC Reauthorization Act*, requiring all public school districts nationwide to create, adopt and implement a Local Wellness Policy (LWP) by July 1, 2006.

In 2005, the California Legislature enacted SB12 and SB965, strictly controlling all food sold on public school campuses outside of federal meal programs. Carbonated beverages were eliminated and strict limits were set on fat, saturated fat, and sugar.

In 2008, Twin Rivers adopted an adaptation of a California School Board Association sample policy.

In 2010, President Obama enacted the *Healthy, Hunger-Free Kids Act*, which gave authority to the United States Department of Agriculture (USDA) to issue national nutritional guidelines for all foods and beverages sold in schools throughout the school day and to eliminate unhealthy competitive foods and beverages at the national level.

July 2013, USDA released their *Smart Snacks in School* requirements (SSIS), effective July 1, 2014. Because California and federal laws conflict, both sets of laws were analyzed by the California Department of Education (CDE), Nutrition Services Division (NSD), the strictest of the laws were adopted as *California Smart Snacks in Schools*.

In August 2013, Twin Rivers updated its *Board Policy 5030, Student Wellness* to better reflect state and federal law.

In October 2013, Assembly Bill 626 became effective January 1, 2014. The definition of “sold” was redefined to include *order forms* AND when any part of the exchange occurs on campus. “*Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus*”.

June 2015, Twin Rivers *Board Policy 5030, Student Wellness* was updated to reflect newly enacted laws.

Overview

Across the nation, school districts are required to establish LWPs to implement and monitor the sale of food on their campuses. All foods and beverages sold to students outside of federal meal programs before, during and after the school day must meet California and federal nutritional requirements. This includes foods and beverages sold by *any* entity including parent organizations, students, teachers, school site staff and student organizations. To monitor these sales, all foods sold on campus must be pre-approved by submitting a *Food Item Approval Request* to Nutrition Services and Fiscal Services. All food sales must obtain pre-approval from Nutrition Services and Fiscal Services. Approval forms are available on pages 9-10 of this booklet in addition to being posted on the TR web page.

Athletic Food Concessions

Any time food is sold to the public, the Health Department requires that the facility have a Permit to Operate. It is important that outside organizations and student body organizations that operate a concession stand on district property obtain the necessary health permits and follow all health and safety laws. This requires a health inspection, and a Certified Food Handler must be present during the hours of operation.

If a club is operating an unpermitted concession stand on district property without properly trained personnel, there is a high risk of foodborne illness. If a customer were to get sick, the district and/or the club associated with the concession stand would be liable for their injuries.

Concession stands that operation seasonally, and not physically connected to our school kitchens/cafeterias like a separate sport stadium, would fall into the *Seasonal Operations* permit category. For information on how to obtain an Operators Permit, contact the Sacramento County Environmental Health Department. The web address that pertains specifically to community events is: <http://www.emd.saccounty.net/envhealth/foodprotect/communityevents.html>

Catalogue Sales

On January 1, 2014, the word “sold” was redefined to include *order forms*. “*Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus*”.

A list of approved vendors and products will be posted on the Nutrition Services website. If you would like to submit a vendor for approval, please fill out and submit a *Food Item Approval Request* located on page 11 of this booklet. You must include a copy of the proposed catalogue with your *Food Item Approval Request*. All food and catalogue food sales must be pre-approved by Nutrition Services and Fiscal Services at least 30 days before the sale begins.

Commonly Asked Questions

What is the difference between the USDA *Smart Snacks in Schools* and the California *Smart Snacks in Schools* program? - In 2013, USDA developed the *Smart Snacks in Schools* legislation setting **national** nutritional standards for all food and beverages sold on public school campuses across the United States throughout the school day (see definition of school day). However, in 2005, California enacted SB12 and SB965, establishing **state** nutritional guidelines (which ended up being stricter than USDA/federal law). We must follow the California *Smart Snacks in Schools* version of the law which includes federal law.

Why were these laws passed? - Childhood obesity is a growing epidemic across California and the United States. Being overweight increases the risk of type 2 diabetes, heart disease, hypertension, and musculoskeletal problems. Obesity may also affect a children's body image, self-esteem, social and emotional development. Schools and after school programs play a critical role in establishing healthy eating habits and curbing the childhood obesity epidemic. Before SB12 and SB965, only food and beverages sold as part of the federal meal programs were required to meet nutrition standards. Similar standards did not exist for items sold outside of federal programs and these "competitive foods" were often very high in added sugar and fat. Recognizing that unhealthy snacks and beverages contribute to childhood obesity, these laws were passed to create minimum nutrition standards for all items sold outside of the National School Breakfast and Lunch Programs (NSLP/NSBP).

Must ALL foods for sale on school campuses meet the California *Smart Snacks in Schools*? - Yes. These laws apply to all food and beverages sold to students at school by any entity outside federal meal programs before, after and throughout the school day. This includes items sold in vending machines, school stores and snack bars, as well as items sold directly to students by students, teachers or adults for fundraising purposes (see fundraising section below). It does NOT include foods brought from home for student's personal consumption. Elementary schools, middle and high schools all have different regulations for snacks, entrées, and beverages. Please refer to the charts on pages 5-8 for a detailed summary.

There are many creative ways to raise money without selling unhealthy snacks. For profitable fundraising ideas, check out pages 12-16 of this booklet or the Nutrition Services page of the Twin Rivers website.

Can non-compliant food be sold through an order form if the product is picked up somewhere off-campus or after school? Currently, yes. Non-compliant items can be ordered on campus at any time from midnight to 30 minutes after the school day (see definition of school day).

Can we have fundraising products delivered to our school campus for students to take home and sell? Yes. Remind students that they cannot open the products until after the items have been taken home. Students cannot sell fundraiser items on campus during school hours.

Can students still turn in money collected from fundraisers during the school day? Yes. You just can't make any of the sales during the school day on campus.

Can we promote non-compliant fundraisers during the school day through posters, announcements or assemblies? Yes. As long as the items are not sold on campus during the school day.

Can non-compliant foods and beverages be sold at football games? Yes. Items that **do not** meet the *California Smart Snacks in Schools* guidelines can *only* be sold if they are being sold off of school grounds, or 30 minutes after the school day (see definition of school day), or on the weekend (see athletic food concessions section).

Can student organizations sell compliant foods and beverages during the school day? Yes, by following the rules below:
Secondary level – Referring to California Code of Regulations section 15501, one student organization (pre- identified for the entire school year) may sell **compliant** foods and beverages on a daily basis. Additionally, each student organization is allowed to sell **compliant** foods four days per year. Sale days and food items must be pre-approved by Nutrition Services and Fiscal Services. Student organizations may sell up to three categories of food or beverage items, but the food items cannot be prepared on campus and cannot be items that are sold by Nutrition Services that day.

To obtain district approval to sell food, the student organization must follow these steps:

1. Fill out a Fundraiser Petition (found on page 9 in this booklet or on the Fiscal Services ASB website)
2. Present the petition to your Student Council. The approval must be recorded in your meeting minutes

3. The Principal, Student Officer and Director of Student Activities signs the Petition
4. Fill out and submit a *Food Item Approval Request* to Nutrition Services.
5. Fiscal Services gives final approval for sale to take place.

All approvals must be obtained 30 days before any sale can take place.

Elementary Level – Referring to California Code of Regulations section 15500, all food and beverage items sold at the Elementary level must be pre-approved by Nutrition Services and Fiscal Services. Elementary student organizations may sell one **compliant** food or beverage item four times per year during school hours. The items can only be sold after the lunch period has ended or after the final bell (student organizations do not need to wait 30 minutes after the final bell). The food or beverage cannot be prepared on campus and cannot be the same item sold in the food service program that day during school hours.

To obtain district approval to sell food, the student organization must follow these steps:

1. Fill out a Fundraiser Petition (found on the Fiscal Services ASB website)
2. Receive Principal approval
3. Fill out and submit a *Food Item Approval Request* to Nutrition Services.
4. Fiscal Services gives final approval for sale to take place.

All approvals must be obtained 30 days before any sale can take place.

What are the consequences for not following the Smart Snacks Rules? Section 303 of the Healthy, Hunger-Free Kids Act amended section 22 of the NSLA (42 U.S.C. 1769c) to provide the USDA with the authority to impose fines against any school or school food authority failing to comply with regulations. After July 1, 2014 the USDA has the authority to assess those fines.

How will the USDA regulate Smart Snacks in School? State agencies will monitor compliance through an administrative review of district and SFA records. If violations have occurred, technical assistance and corrective action plans will be required and fines may be assessed.

How do we know what food items we can sell? A list of vendors and allowable food products for fundraising are available on the Nutrition Services website at <http://www.twinriversusd.org/depts/nutrition/>. All fundraisers involving food must be approved by Nutrition Services and Fiscal Services 30 days before the sale takes place, including sales by outside organizations. If you would like to have a vendor or item added to the approved list, please contact the Nutrition Services Department by submitting a *Food Item Approval Request* included in this booklet.

Can we sell home baked goods? No. For the safety of our children, all food items for sale must come from an approved source (a food service establishment that holds a valid Health Permit). All foods for sale on our school campuses must meet the *California Smart Snacks in School* guidelines and must receive prior approval through proper documentation.

Can we use the online calculator developed by the Alliance for a Healthier Generation to determine whether a food or beverage item is compliant with the law? No. Currently, Alliance calculators are calibrated to make determinations based on federal law, not California law.

Why are we required to submit a *Food Item Approval Request* form? The district is required to maintain all records, receipts, nutrition labels and product specifications for all foods and beverages sold on its campuses by organizations outside of the SFA. The *Food Item Approval Request* form contains information needed to determine if the food and beverage items sold are compliant with the law.

Can a student or teacher bring food items to school for sale to other students? No. The only sales that are allowed are pre-approved fundraisers through student body organizations or pre-approved sales through parent groups.

CA Ed Code 51520 and 51521 state that teachers and others are prohibited from soliciting students during the school day or one hour before and after school unless the sale is approved by the district. This includes individuals making solicitations on behalf of the school district or an ASB organization. However, federal regulations are stricter than CA Ed code, stating that food sales are prohibited from midnight through 30 minutes after the end of the school day.

Can a teacher's give "bucks", vouchers, coupons, etc. to students so they can exchange for candy or other non-nutritional items? No. Laws recently passed prohibit the exchange of non-compliant foods for money, coupons, vouchers or any other manner of exchange.

Guidelines for Beverages Allowed for Sale in California Public Schools

The chart below outlines the restrictions placed on beverages for sale in California by all entities including student stores, vending machines, teachers, adults and school-sponsored events. These restrictions are in place from midnight to 30 minutes after the school day is over, including after-school programs.

References: Ed Code sections 49431.5

CA Code of Regulations sections 15576

Code of Federal Regulations sections 210.10, 220.11, 220.8, and 220.12

Definitions:

Sold – The exchange of food or beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

ELEMENTARY

Beverages Allowed at Elementary level grades PK-6:

1. Fruit or Vegetable Juice:
 - a. $\geq 50\%$ juice **and**
 - b. No added sweeteners
 - c. ≤ 8 fl. oz. serving size
2. Milk:
 - a. Cow or goat's milk **and**
 - b. 1% (unflavored), nonfat (flavored or unflavored), **and**
 - c. Contains vitamins A and D, **and**
 - d. $\geq 25\%$ of the daily calcium value per 8 fl. oz., **and**
 - e. ≤ 28 grams of total sugar per 8 fl. oz.
 - f. ≤ 8 fl. oz. serving size
3. Non-Dairy Milk
 - a. Nutritionally equivalent to milk (see 7 CFR 210.10(d)(3), 220.8(i)(3), must contain per 8 fl. oz.:
 - ≥ 276 mg calcium
 - ≥ 8 g protein
 - ≥ 500 IU Vit. A
 - ≥ 100 IU Vit. D
 - ≥ 24 mg magnesium
 - ≥ 222 mg phosphorus
 - ≥ 349 mg potassium
 - $\geq .44$ mg riboflavin
 - ≥ 1.1 mcg Vit. B12, **and**
 - b. ≤ 28 gm of total sugar per 8 fl. oz., and
 - c. ≤ 5 gm fat per 8 fl. oz.
 - d. 8 fl. oz. Serving size
4. Water:
 - a. No added sweeteners (of any kind, including artificial)
 - b. No serving size

REMEMBER - Elementary Level – All food and beverage items for sale must be pre-approved. To obtain approval, you must submit a *Food Item Approval Request* to Nutrition Services. The form is located on page 11 of this booklet and on the Nutrition Services web page. Elementary student organizations may sell one **compliant** food or beverage item after the lunch period has ended. The food or beverage cannot be prepared on campus, and cannot be the same item sold in the food service program that day. Elementary student organizations are allowed four sales per year (CA code of Regulations section 15500) and the sales must be pre-approved by Fiscal Services.

Guidelines for Beverages Allowed for Sale in California Public Schools

The chart below outlines the restrictions placed on beverages for sale in California by all entities including student stores, vending machines, teachers, adults and school-sponsored events. These restrictions are in place from midnight to 30 minutes after the school day is over, including after-school programs.

References: Ed Code sections 49431.5

CA Code of Regulations sections 15576

Code of Federal Regulations sections 210.10, 220.11, 220.8, and 220.12

Definitions:

Sold – The exchange of food or beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

SECONDARY

Beverages allowed at Middle/Junior High School grade levels 7-10 and High School grade levels 10-12

All 12 oz. serving sizes except where stated

1. Fruit or Vegetable Juice:
 - a. \geq 50% juice **and**
 - b. No added sweeteners
2. Milk:
 - a. Cow or goat's milk **and**
 - b. 1% (unflavored), nonfat (flavored or unflavored), **and**
 - c. Contains vitamins A and D, **and**
 - d. \geq 25% of the daily calcium value per 8 fl. oz., **and**
 - e. \leq 28 grams of total sugar per 8 fl. oz.
3. Non-Dairy Milk
 - a. Nutritionally equivalent to milk (see 7 CFR 210.10(d)(3), 220.8(i)(3), **and**
 - b. \leq 28 gm of total sugar per 8 fl. oz., **and**
 - c. \leq 5 gm fat per 8 fl. oz.
4. Water:
 - a. No added sweeteners (of any kind, including artificial)
 - b. No serving size
5. Other Non-calorie beverages (NOT ALLOWED IN MIDDLE SCHOOLS)
 - a. Water as first ingredient
 - b. \leq 16.8 gm added sweetener per 8 fl. oz.
 - c. \leq 5 calories per 8 fl. oz.
 - d. 10-150 mg Na⁺ per 8 fl. oz.
 - e. 10-90 mg K⁺ per 8 fl. oz.
 - f. No added caffeine
 - g. \leq 20 fl. oz. serving size
6. Other Low-calorie beverages (NOT ALLOWED IN MIDDLE SCHOOLS)
 - a. Water as first ingredient
 - b. \leq 16.8 gm added sweetener per 8 fl. oz.
 - c. \leq 40 calories per 8 fl. oz.
 - d. 10-150 mg Na⁺ per 8 fl. oz.
 - e. 10-90 mg K⁺ per 8 fl. oz.
 - f. No added caffeine

REMEMBER - Secondary level – Food and beverage items for sale must be pre-approved. To obtain approval, you must submit a *Food Item Approval Request* to Nutrition Services. The form is located on page 11 of this booklet and on the Nutrition Services web page. One student organization may sell **compliant** foods and beverages on a daily basis after the final bell. They may sell up to three categories of food or beverage items, but the food or beverage cannot be prepared on campus and the items for sale cannot be the same as sold in the food service program that day. In addition to one student organization sale each day, all student organizations may sell on the same four designated days per year (CA code of Regulations section 15501). All student body sales must be pre-approved by Fiscal Services.

Guidelines for Foods Allowed for Sale in California Public Schools

The chart below outlines the restrictions placed on **foods** for sale in California by all entities including student stores, vending machines, teachers, adults and school-sponsored events. These restrictions are in place from midnight to 30 minutes after the school day is over, including after-school programs.

References: Ed Code sections 49430, 49431, and 49431.7;
CA Code of Regulations sections 15575, 15577, and 15578;
Code of Federal Regulations sections 210.11, 220.12

Definitions:

Sold – The exchange of food or beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

Whole Grain – A food item that contains the statement “Diets rich in whole grain foods....and low in total fat.....may help reduce the risk of heart disease....” or the first listed grain ingredient is whole grain, or a combination of whole grain ingredients is at least 51% of the total grain weight, or the weight of the whole grain must be at least 51% of the total grain weight of the product.

ELEMENTARY

Foods Allowed at Elementary Level Grades PK-6:

1. Can **ONLY** be a:
 - a. Fruit
 - b. Non-fried vegetable
 - c. Dairy Food
 - d. Nuts, seeds, legumes, eggs, cheese (allowable protein foods)
 - e. Whole grain item

AND

2. Must meet the following:
 - a. $\leq 35\%$ calories from fat. (Except Nuts, nut butters, seeds, reduced-fat cheese, dried fruit+nut seed combo), **and**
 - b. $\leq 10\%$ calories from saturated fat. (Except reduced-fat cheese, dried fruit+nut seed combo), **and**
 - c. $\leq 35\%$ sugar by weight (except fruit*, non-fried vegetables, dried fruit+nut seed combo), **and**
 - d. $\leq .5$ grams trans-fat per serving (no exceptions), **and**
 - e. ≤ 230 mg sodium (no exceptions), **and**
 - f. ≤ 175 calories per item/container (no exceptions)

.....OR.....

1. Meet the nutrient standards in #2 above **AND**
2. Be a full meal that meets the USDA school meal pattern **AND**
3. Each food in the meal must:
 - a. Be a fruit, non-fried vegetable, dairy, protein or whole grain item **OR**
 - b. Contain $\geq 10\%$ DV for calcium, potassium, Vit. D, or dietary fiber, **OR**
 - c. Be a combo food containing $\frac{1}{4}$ cup fruit or non-fried vegetable

If exempt foods combine with nonexempt foods or added fat/sugar they must meet **ALL** nutrient standards above.
*Dried blueberries, cranberries, cherries, tropical fruit, chopped dates or figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

REMEMBER- Elementary Level – Food and beverage items for sale must be pre-approved. To obtain approval, you must submit a *Food Item Approval Request* to Nutrition Services. The form is located on page 11 of this booklet and on the Nutrition Services web page. Elementary student organizations may sell one **compliant** food or beverage item after the lunch period has ended. The food or beverage cannot be prepared on campus, and cannot be the same item sold in the food service program that day. Elementary student organizations are allowed four sales per year (CA code of Regulations section 15500) and the sales must be pre-approved by Fiscal Services.

Guidelines for Foods Allowed for Sale in California Public Schools

The chart below outlines the restrictions placed on foods for sale in California by all entities including student stores, vending machines, teachers, adults and school-sponsored events. These restrictions are in place from midnight to 30 minutes after the school day is over, including after-school programs.

References: Ed Code sections 49430, 49431, and 49431.7;
CA Code of Regulations sections 15575, 15577, and 15578;
Code of Federal Regulations sections 210.11, 220.12

Definitions:

Sold – The exchange of food or beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

Whole Grain – A food item that contains the statement “Diets rich in whole grain foods....and low in total fat.....may help reduce the risk of heart disease....” or the first listed grain ingredient is whole grain, or a combination of whole grain ingredients is at least 51% of the total grain weight, or the weight of the whole grain must be at least 51% of the total grain weight of the product.

SECONDARY

Foods allowed at Middle/Junior High School grade levels 7-10 and High School grade levels 10-12

Compliant foods:

1. “Snack” food items must be:
 - a. ≤ 35% calories from fat. (Except Nuts, nut butters, seeds, reduced-fat cheese, dried fruit+nut seed combo), **and**
 - b. ≤ 10% calories from saturated fat. (Except reduced-fat cheese, dried fruit+nut seed combo), **and**
 - c. ≤ 35% sugar by weight (except fruit*, non-fried vegetables, dried fruit+nut seed combo), **and**
 - d. ≤ .5 grams trans-fat per serving (no exceptions), **and**
 - e. ≤ 230 mg sodium (no exceptions), **and**
 - f. ≤ 200 calories per item/container (no exceptions)

2. Entrée food items must be:
 - a. Meat/meal alternate and whole grain rich food; or
 - b. Fruit or non-fried vegetable and meat/meat alternative; or
 - c. Meat/Meat alternative alone (cannot be yogurt, cheese, nuts, seeds or meat snacks, and
 - d. ≤ 35% calories from fat, **and**
 - e. ≤ 10% calories from saturated fat, **and**
 - f. ≤ 35% sugar by weight , **and**
 - g. ≤ .5 grams trans-fat per serving (no exceptions), **and**
 - h. ≤ 480 mg sodium (no exceptions), **and**
 - i. ≤ 350 calories per item/container (no exceptions)

If exempt foods combine with nonexempt foods or added fat/sugar they must meet ALL nutrient standards above.

*Dried blueberries, cranberries, cherries, tropical fruit, chopped dates or figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

REMEMBER - Secondary level - Food items for sale must be pre-approved. To obtain approval, you must submit a *Food Item Approval Request* to Nutrition Services. The form is located on page 11 of this booklet and on the Nutrition Services web page. One student organization may sell **compliant** foods and beverages on a daily basis after the final bell. They may sell up to three categories of food or beverage items, but the food or beverage cannot be prepared on campus and the items for sale cannot be the same as sold in the food service program that day. In addition to one student organization sale each day, all student organizations may sell on the same four designated days per year (CA code of Regulations section 15501) and the sales must be pre-approved by Fiscal Services.

Twin Rivers Unified School District: Petition for a Fundraiser - Secondary

*IF MIDDLE OR HIGH SCHOOL, MUST BE SUBMITTED TO THE STUDENT COUNCIL AND PRINCIPAL.

We, the undersigned, duly elected or appointed representatives and/or advisor(s) of the organization named below, do hereby ask permission to arrange a fundraiser in the manner and on the date requested below:

Name of Organization/Grade: _____ Today's Date: _____

Description/Type of Fundraiser: _____

Date(s) Requested of Fundraiser: _____

Location of Fundraiser: _____

Signatures:

Advisor

President

Secretary

Twin Rivers Unified School District: Revenue Potential Report

Amount

Estimated Revenue Potential #1 Projected Sales/Gross Income: _____

#2 Projected Cost/Expenses: _____

(line #1 - line #2) #3 Potential Net Profits: _____

Does your organization have sufficient funds available to cover upfront costs? yes no

*NOTE: If your organization requires a loan from ASB, it is your responsibility to complete and submit purchase requisitions to transfer funds to/from ASB and your organization. The loan must be repaid within 30 days of the date that the check is written.

When depositing fundraising profits, a Final Revenue Report is required to be completed and submitted with the deposit. In the event that both the Revenue Potential Report and the Final Revenue Report is not submitted, ASB will confiscate the profits until proper procedures are followed and all required paperwork is submitted.

To be completed by Authorized Personnel:

Student Council

Funds Available...Petition Approved

Insufficient Funds...**Approved for ASB Loan**

Insufficient Funds...Petition Denied

Approved By:

Student Officer
Director of Student Activities
Principal or Bookkeeper

Bookkeeper: TOTAL NET COST: _____ CHECK NO. _____

Twin Rivers Unified School District: Final Revenue Report

*IF MIDDLE SCHOOL OR HIGH SCHOOL, MUST SUBMIT TO THE BOOKKEEPER AT THE END OF THE FUNDRAISER WITH FINAL DEPOSIT.

Name of Organization/Grade: _____

Today's Date: _____

Fundraiser (source of funds): _____

Potential Net Profit (what we initially had expected to make in profits before the fundraiser began): #1 _____

Compare Sales to Potential

#2 Actual Sales: _____

#3 Actual Costs: _____

(Line #2 – Line #3) #4 Actual Profits: _____

Net Profit Summary

(Line #1 – Line #4) #5 Difference: _____

Explain difference, if any: _____

ASB Loans

Completed the following only if initial funds were borrowed from ASB:

Amount Borrowed: _____

Have you turned in a Purchase Requisition to transfer all funds back to ASB?

yes

no

*If no, your organization's funds will be frozen until all paperwork is received and the loan is repaid in full.

To be completed by Authorized Personnel:

Bookkeeper's notes: _____	Date received: _____
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Twin Rivers Unified School District: Petition for a Fundraiser - Elementary

ONCE THE FORM IS FILLED OUT AND APPROVED, FORWARD A COPY TO THE DISTRICT OFFICE, DENISA MARQUEZ, BAY A

We, the undersigned, duly elected or appointed representatives and/or advisor(s) of the organization named below, do hereby ask permission to arrange a fundraiser in the manner and on the date requested below:

Name of Organization/Grade: _____ Today's Date: _____

Description/Type of Fundraiser: _____

Date(s) Requested of Fundraiser: From: _____ To: _____

Location of Fundraiser: _____

Approval Signatures:

Teacher

Principal

District Office

Twin Rivers Unified School District: Revenue Potential Report

Amount

Estimated Revenue Potential

#1 Projected Sales/Gross Income: _____

#2 Projected Cost/Expenses: _____

(line #1 – line #2)

#3 Potential Net Profits: _____

Does your organization have sufficient funds available to cover upfront costs?

yes

no

If no, where do you plan on obtaining the funds? _____

Twin Rivers Unified School District: Petition for a Fundraiser – Outside Agencies
 ONCE THE FORM IS FILLED OUT AND APPROVED, FORWARD A COPY TO THE DISTRICT OFFICE, DENISA MARQUEZ, BAY A

We, the undersigned, duly elected or appointed representatives and/or advisor(s) of the organization named below, do hereby ask permission to arrange a fundraiser in the manner and on the date requested below:

Name of Organization/Grade: _____ Today's Date: _____

Contact Phone Number: _____ Email: _____

Description/Type of Fundraiser: _____

*If approved, fill out the second half of the form and submit with your last deposit

Date(s) Requested of Fundraiser: From: _____ To: _____

Location of Fundraiser: _____

How will this fundraiser benefit our school? _____

Approved

Denied – Reason for denial: _____

Approval Signatures:

 Outside Agency

 Secretary

 Principal

Twin Rivers Unified School District: Revenue Potential Report

	Amount
Estimated Revenue Potential	#1 Projected Sales/Gross Income: _____
	#2 Projected Cost/Expenses: _____
(line #1 – line #2)	#3 Potential Net Profits: _____



NUTRITION SERVICES DEPARTMENT

Food Item Approval Request

This form and other documentation must be submitted to Nutrition Services to determine if the food item you want to sell meets the California Smart Snacks in Schools standards. Unapproved food sales that compete with cafeteria sales are prohibited by law from midnight through 30 minutes after the school day and could include after-school programs. If you are selling a catalogue of items, you must include the requested documentation from each food item listed in the catalog and a copy of the entire catalogue. All food sales must be approved 30 days prior to your sale.

Date Sent: _____	Date Received: _____
Contact Person: _____	
Contact Phone: _____	Nutritionally Compliant? YES NO
Contact Email: _____	
Campus location of sale: _____	In Competition with Federal Programs? YES NO
Organization benefiting from sale: _____	
School Site: _____	Approval of Fiscal Services? YES NO
Time of day item will be sold: _____	
Date(s) sales will occur: _____	Final Approval YES NO
Product name: _____	Nutrition Services: _____ Date: _____
Manufacturer: _____	
Product Description/Category: _____	Fiscal Services: _____ Date: _____
Size of package: _____	
Servings per package: _____	
Serving size in grams (g): _____	

NOTES:

Please mail or email the required documents listed below to Jill Van Dyke/Nutrition Services/Winona or jill.vandyke@twinriversusd.org :

1. Food Item Approval Request - complete with product specifications
2. Copy of the actual nutrition label
3. Copy of the actual list of ingredients
4. Copy of the actual front label

You will be informed by Fiscal Services if your food item has been approved. Your approval process will include a copy of this form as your authorization to sell the food items and must be available upon request.

Thank you for your cooperation,
Jill Van Dyke, Director of Nutrition Services
566-1600 ext. 50500

Fundraising Ideas

Fundraising is an excellent experience for students to learn the value of community service as well as earning money for a worthy cause. The experience can be made even more rewarding by encouraging healthy habits by including physical activity. Listed below are ways students can fundraise while promoting healthy lifestyles and learning valuable business skills. Be sure to check district policy before starting a fundraiser, prizes cannot be given or games of chance.

Activities & Events

5 mile run/walk	Flea Market	Rent-a-band, rent-a-choir, or rent-a-music group
Adult Spelling Bee	Fun runs	Rent-a-teen or rent-a-kid
Art show	Game night	SAT practice test
Auctions	Garage sells	Scavenger hunt
Basketball tournament	Gift Wrapping	Science Fairs
Bike-a-thons	Golf tournament	Singing telegrams
Bingo night	Guessing games	Skating night
Bowling night	Haunted house	Sled-a-thons
Car washes	Hiking Trip	Spell-a-thon
Carnival	Hoop-a-thons	Spelling bees
Celebrity Basketball Game	Jog-a-thon	Sports camps or clinics
Chess, checkers or other tournaments	Jump rope for heart	Spring yard work
Concerts	Jump-rope-a-thon	Talent shows
Craft sales	Karaoke competition	Teacher/Student sports Competition
Dance-a-thon	Magic show	Tennis, horseshoes or other sport tournament
Dances	Math-a-thon	Treasure hunt
Dinner fund raiser	Musical chairs	Walk-a-thons
Faculty Follies Talent Show	Penny war	White Elephant auction
Family portraits	Plays and musicals	Workshops or classes
Father-Daughter Dance	Read-a-thon	
Festivals	Recycle ink cartridges	
	Recycling drive	

There are many ways students and parent organizations can raise money. For example: A "No Bake" Bake Sale (from the Reach Every Child/Horace Mann web site, by Alan Haskvitz), is easy, all profit, and parents appreciate it. First, create a list of baked goods and write cards with the item name and price, for example, "Carrot Cake, \$5." The parent selects this baked item NOT to make and sends \$5 instead. You respond with a note thanking them for the carrot cake. Offer a variety of baked goods from "Mud Pies" to "Twin Rivers Angel Food Cake." The students can name the items and research how much they would cost to make, so it is educational as well. Send the list home and have parents decide what NOT to make. You can also send the list to others in the community. Obviously, it is all pure profit and pure fun, especially the "Oops I Burned the Turnovers" which usually go for \$10 and the \$15 pan of "Brown Knees." And the best part is, think how many calories aren't consumed!"

Things to Sell

Besides the activities listed above, there are many non-food items that students can sell.

Bead jewelry in school colors	Foot and hand warmers for sports events	Pet treats
Balloons or balloon bouquets	Giant coloring books	Picnic baskets
Brick or tile for a school walkway	Gift basket auction	Rent a special parking space
Bumper stickers	Gift certificates - donated	SAT practice test
Buttons/Pins	Gift wrap	School spirit gear
Calendars designed by students	Graduation day flowers/balloons at	School stationary and pencils
Cook books with kid recipes	Greeting cards designed by students	Sell donated books, CD's, DVD's
Coupon books	Holiday craft fair - sell booths	Spring seeds/bulbs
Earthquake kits	Holiday gift shop for kids	Stadium pillows and seats
Emergency kits for cars	Holiday wreaths	Student artwork
Family portraits	License plate holders	Student/Teacher art events
Farmers market with donated produce	Memorials	Temp tattoos of school mascot
First aid kits	Mistletoe/Trees	Tickets to school sport events
Flowers/vegetable plants grown from seed	School newsletter ads	Face Painting

Auctions, live or silent, of donated goods and services are always fun. Popular items for elementary school auctions include field trips for 3 or 4 children to the zoo, a nature hike led by a favorite teacher; the opportunity for a child to be Principal for a Day (2 hours plus lunch with the Principal is usually enough for most kids); for adults, seats at a 12-person dinner party hosted by a school family and featuring an elaborate menu.

Donations and Scrip

- If your school has only one volunteer to organize fundraising, this is the place to start. Check out the links below and sign your school up for all of them. These programs require participants to sign up, but most can be done online. Once registered, a donation is automatically made to the school every time the participant shops. There is no added cost to the participant; the donation is paid entirely by the merchant. Parents, grandparents, aunts and uncles, teachers can all support the school at no cost to themselves by registering with these programs.
- **Escrip**-Supporters register grocery loyalty (like Safeway), debit and credit cards, and participating merchants will make contributions to your chosen group, based on your purchases made. Paperwork-free, the purchases are tracked and available online. Sign up at www.eSrip.com
- **Schoolpop**-Register at this site and your school will automatically get a donation every time you shop at hundreds of online merchants, like L.L.Bean, Barnes & Noble, Expedia, Kmart, Macy's, Nordstrom's. Works for many catalogs and stores too.
<http://www.schoolpop.com/cgi/welcome/cgi>
- **Target**- The Target School Fundraising Program makes a donation to your school every time you shop with a Target Visa or Guest card
http://target.com/target_group/schools/search_school.jhtml

- **Office Depot**- Sign your school up for the "5% Back to Schools" program, and families who buy their back to school supplies at Office Depot can simply give the name of the school to the cashier and 5% of their purchase price will be rebated to the school.
<http://www.community.officedepot.com/local.asp>
 - **Corporate Donations**- Many corporations, such as Boise (Office Max), Levi Strauss, Charles Schwab, Starbucks, Macy's, Radio Shack, Wells Fargo, and Bank of America will match employee contributions to schools. Some companies such as The Gap and Starbucks will make a cash donation to a school for volunteer hours worked by a parent. Remind parents to check with their employer to see if such benefits are available. Macy's hosts Benefit Shopping Days. Schools participate by selling tickets that give customers a discount on Macy's purchases during the event. Schools keep 100% of their ticket sale proceeds and get an additional donation through in-store ticket redemption. Macy's Hotline: 1-800-287-7426
 - **Benefit Events** – Some stores and restaurants will allow your school to sponsor a day or evening benefit. The school publicizes the event and distributes flyers; customers bring the flyer with them and a portion of their purchase is donated to the school. Try Borders for book shopping, or Chevy's or Fresh Choice for dinner. (<http://www.bordersgroupinc.com/community/local.htm>) (<http://www.chevys.com/frameset.html>) (<http://www.freshchoice.com/fundraising.html>)
- Macy's hosts Benefit Shopping Days; schools participate by selling tickets that give customers a discount on Macy's purchases during the event. Schools keep 100% of their ticket sale proceeds and get an additional donation through in-store ticket redemption. For more information, please call Macy's Community Relations Hotline:1-800-287-7426
- **Scrip**- Many stores sell scrip. These are gift certificates which your school can buy at the reduced price (usually about 8-10% off face value) and then resell at full face value. Stores which sell scrip include Macy's, J C Penney, Mervyn's, Payless Shoe Source and Fresh Choice
 - **ChicoBag**- Be eco-friendly and efficient with your fundraisers. The Chico Bag is a compact, eco-friendly, reusable grocery or utility bag that comes with its own case. A 50% profit can be made at a selling price of \$5 each.

Earth Friendly Fundraisers

If you are looking for a high profit fundraiser that enhances educational curriculum and promotes earth friendly behavior throughout the community. Try the following recycling suggestions:

- **Smencils**- Gourmet scented pencils made from recycled newspapers. It's fundraising with a purpose: "Saving trees...one pencil at a time." <http://smencils.com/>
- **Funding Factory**- Get paid for collecting used printer cartridges and cell phones! Free fundraising kit. <http://www.fundingfactory.com/>
- **EcoPhones**- recycling fundraiser pays up to \$300 per item for cell phones, ink jets, DVDs, laptops, MP3 players, video game boxes, digital cameras & picture frames, GPS devices. <http://www.ecophones.com/>

- Empties4Cash-get up to \$4 for empty inkjet cartridges, 100% profit.
<http://www.empties4cash.com/>
- Cartridges for Kids- Recycle empty inkjet, laser, fax, and copier cartridges.
<http://www.cartridgesforkids.com/>
- Recycle Rewards- Earn funding by collecting used printer cartridges and cell phones. Free shipping, supplies, promotional tools, and online accounting. <http://www.rrewards.com/>
- Recycle-Free - Specializing in recycling of plastic inkjet cartridges for schools.
<http://recyclefree.com/>
- Trading Connection – Easy printer cartridge recycle program.
<http://tradingconnectionusa.com/>
- Friendship Used Clothing Collection, LLC – A great way to serve your community while raising funds for your organization. <http://www.friendshipusedclothing.com/>
- Epromos-Fundraising promotional products, some recycled and organic available at:
http://www.epromos.com/use-fundraising/_/N-13931
- Fundraising Green- "MyGreenSpark", A fundraising coupon book to green up your
<http://www.greenschools.net/section.php?id=47>

School Spirit

Here are some great ideas and items to print your school mascot on to support your school team

Backpacks	School Logo Stationary
Band CD's or tapes	School flags
Bumper stickers	School supplies
Coffee mugs	Scrip
Flowers that are the school colors	Sports equipment
Grad gifts for sale at the event	Stadium blankets
Gym clothes/bags	Student Directories
Hats/Head bands	Stuffed school mascot toys
Key chains	Teacher gifts
License plate frames	Tickets to school events
Newsletter ad space	T-shirts/Jackets
Pins/Stickers	Water bottles

Creative Ideas

- Ghoulish Fashion show - Have students bring in their favorite Halloween costumes to model in a fashion show.
- Hold a Jewelry sale with beads and thread have students make their own necklaces, bracelets, anklets and other jewelry and hold a sale for these items.
- Milk Mustache Pictures - Have students take one another's pictures with milk mustaches and sell to parents.
- Using a long roll of paper, have students paint or draw pictures and sell as wrapping paper, it's a real personal touch!!

The Value of Homemade

The concept of making their own items to sell gives students the opportunity to appreciate hard work and be proud of the items they sell. Here are some ideas on how students can personalize these items.

- Greeting cards -purchase cardstock, fold in half and have students draw pictures, each card will have its own unique touch.
- Sell student designed calendars.
- Plants-Help students grow plants to sell. Make sure whatever plant you choose is easy to grow, and doesn't take too much time.
- Candles-Buy candle-making kits that students can make their own candles to sell. Using different colors and designs, allow kids to experiment with their creativity.
- Ornaments/ Ceramic Tiles- Purchase bare ornaments or tiles for students to hand decorate and sell.
- Cookbooks- Gather kid-friendly recipes and have students put together cookbooks to sell.
- Dog treats- There are many homemade recipes for dog treats, many are easy and fast. Help students make the dough and cut out dog treats to sell.