School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraiser #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fundraiser Documentation Guidelines**

* If foods sold **meet** Smart Snack standards – There are no limits to how many fundraisers a school can have. Principals must keep nutrition label information and Smart Snack compliance documentation on file to verify these foods meet nutrition standards or work with School Nutrition Services for documentation and compliance.
* If foods sold **do not meet** Smart Snack standards - Sales are limited to five (5) sales per year in Elementary/Middle Schools and 10 (ten) for NPHS and must be documented on the form below.
* Records must include date(s) of sale, description of the fundraiser and a listing of all food items offered for sale.
* Principals must keep a record of all food fundraisers conducted in the building for the current year and three (3) previous years for audit through the Pennsylvania Department of Education. Copies for each fundraiser should be sent to the School Nutrition Services Coordinator.
* A Sale or Fundraiser may not exceed one (1) school week (Monday through Friday).
* School stores may sell foods that do not meet Smart Snack standards, but these sale periods will be limited to one week and count towards the total ten sales per year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s) of Sale** | **Fundraiser Description** | **Type of Food Sold** | **Smart Snack Calculator Verification – Check box if completed** | **Notes** |
|  |  |  |  |  |

**Food Nutrition Labels**

* The Smart Snack Product Calculator must be used to verify foods and beverages to meet nutrition standards: [*https://foodplanner.healthiergeneration.org/calculator/*](https://foodplanner.healthiergeneration.org/calculator/)
* Schools must retain a copy of the Approval page from the Smart Snack Calculator for each food item in the sale and send a copy with the fundraiser exempt request to the School Nutrition Services Coordinator.

\*\*\*Attach printouts from Healthier Generation calculator