

**Food Fundraiser Documentation Form – Elementary/Middle Schools (Grades K-8)
2018-2019**

School Name: _____
Fundraiser #: _____

Principal Name: _____
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.
- If foods sold **do not meet** Smart Snack standards - Sales are limited to ten (10) sales per year in High Schools (grades 9-12) 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.
- 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
			<input type="checkbox"/>	

Food Nutrition Labels

- The Smart Snack Product Calculator must be used to verify foods meet nutrition standards (Applies to Snacks Only):
<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.
- Beverage guidelines for the School District of Philadelphia are different from the Federal Guidelines. See the Division of Food Services website for more guidance on beverages. You CANNOT use the Smart Snack Calculator for Beverages. The District's policy does not allow bubbles, carbonation or artificial sweeteners among other restrictions.

***Attach printouts from Healthier Generation calculator