

**REGIONAL SCHOOL DISTRICT NO. 14
FUNDRAISER REQUEST FORM**

School: _____ Organization: _____

Contact: _____ Phone: _____

Please explain the use of funds raised: _____

What is being sold? _____
(If food and/or beverages are being sold, see instructions listed below.)

Fundraiser Dates: from _____ to _____

Fundraiser Financial Goal: \$ _____

If food and/or beverage items are being ***sold to students during the school day***, they **must** meet the Region's Policy for Selling or Providing Food to Students and the Connecticut Nutrition Standards for Healthy Foods and Beverages. Please see the guidelines available at each school or visit the Region's website at www.ctreg14.org for additional information

Exemption: Any type of food or beverage for **sale to students** is allowed if all of the following three conditions are met: *1. the sale is in connection with an event* occurring after the regular school day or on the weekend; 2. the sale is at the location of the event*; 3. the food and/or beverages are not sold from a vending machine or school store.*

*Event examples: Athletic games, theater productions. *Examples of Non-Events that do not qualify for the above Food or Beverage Exemption:* Athletic or Fine Arts practices, meetings, or rehearsals.

Selling foods may require a permit from the area health Department. Please see the guidelines available at each school or visit the Region's website at www.ctreg14.org for additional information

Sales of food and/or beverage items from catalogs or order forms: The catalog/order form may be sent home with the student. The student may sell the food or beverage items and return the proceeds to the school. The parent/guardian or other adult **must** pick up the items upon delivery.

Sales of food tickets, coupons, tokens, or similar items that are redeemable for food is the same as selling food to students unless it meets the exemptions listed above. Otherwise, food and/or beverages must meet the Connecticut Nutrition Standards.

If the fundraiser involves selling food and/or beverage items, please supply the following information:

Type of Food or Beverage:

(Examples: cookie dough, cakes, pies, soda, candy)

Manufacturer:

Explain the sale process, collection process, and pick-up procedures (if applicable): _____

The Fundraiser will be conducted: (check all that apply) within the school for students _____ after the school day _____ at the location of the event* _____ off school premises _____

For all types of fundraisers, please answer the following questions:

Will the items for sale be directed at family & friends? Yes _____ No _____
Will the items for sale be conducted door to door? Yes _____ No _____

Advisor/Requestor's Name and Signature: _____

Date _____

Principal's Signature _____

Date _____

Superintendent's Signature _____

Date _____

**THIS FORM MUST BE FILED WITH THE BUILDING PRINCIPAL
30 DAYS BEFORE THE EVENT.**

(For Fundraising Ideas, Healthy Fundraising Pamphlet is available through the district contact person or at school locations.)