



# MHS - ASB

## Fundraiser Form - Process



Fundraisers will either be an event located at Marina OR the event is at another location OR it is not at any location, but simply sales (ie cookie dough).

### OFF-SITE / no location

- Facilities Use form not needed
- Info on Fundraiser Calendar

### MHS FACILITY

- MUST have a Facilities Use form completed
- Info on Fundraiser Calendar

### Fundraiser Forms

- Filled out by an adult (not a student)
- Given to ASB Treasurer to read in ASB for approval
- Signed by ASB Treasurer and Assistant Principal
- Info is given to Activities Secretary to put on Calendar
- Contact Person informed that fundraiser is approved
- Info is filed in Fundraiser Notebook

### IF Fundraiser is "Tabled" in ASB

- Bookkeeper will call Contact Person to inform/obtain missing Info (date, location, FUF, etc.)

### When ASB Approves and Signs

- Given to Activities Secretary to put on Calendar
- If date conflict: Activities Secretary will resolve with contact person

## Food / Beverage Sales on Campus - Process

Each group requesting food/beverage sales must complete the School Site Competitive Food/Beverage Request form provided by the District Office.

- All items to be sold must conform to the guidelines put in place by the District Office, Food & Nutrition Services Department, and in accordance with USDA and California Department of Education Nutritional School Lunch Program.
- Nutritional information for items to be sold must be included. (Food/Beverage Request form attached)
- Forms will be reviewed the Activities Secretary for accuracy and then approved by Assistant Principal.



# MARINA FUNDRAISING REQUEST

\_\_\_\_\_  
Group Making the Request

\_\_\_\_\_  
Date Request Submitted

\_\_\_\_\_  
Contact Name

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

\_\_\_\_\_  
Email address (we will notify via email if NOT approved)

\_\_\_\_\_  
If a Marina Group or Club, Advisor Name (please print)

\_\_\_\_\_  
Advisor Signature

**FUNDRAISER** (explain completely and attach relevant materials): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**DATE(s)** of Fundraiser

\_\_\_\_\_  
**TIME** (start & end time)

**MARINA FACILITIES NEEDED** (i.e. cafeteria, gym, parking lot, etc.)  
--- Using Marina's Campus requires a Facilities Use Form. Form must be attached for approval. ---  
Forms can be obtained in room 301. Must be signed by an adult.

**NUMBER OF ITEMS** to sell: \_\_\_\_\_ **UNIT PRICE** (per item price): \_\_\_\_\_

**POTENTIAL REVENUE:** \_\_\_\_\_  
(number of items X price)

**POTENTIAL PROFIT:** \_\_\_\_\_  
(less the cost)

If the event takes place outside of school hours, who will be present to chaperone?  
(Chaperone must be a school employee)

**CHAPERONE(s):** \_\_\_\_\_

Your request must be approved by the Assistant Principal of Activities and ASB before your fundraiser can take place. Failure to submit this form for approval in a timely fashion may result in the cancellation of your fundraiser.

\_\_\_\_\_  
AP, Activities

\_\_\_\_\_  
ASB Representative

\_\_\_\_\_  
Date Fundraiser approved in ASB:

**You will be contacted VIA EMAIL if the fundraiser is not approved** or if there are any questions or problems that need to be addressed. If you have any questions contact Kevin Fairman in the Activities office, X4408 or [kfairman@hbuhsd.edu](mailto:kfairman@hbuhsd.edu)

**School Site  
Competitive Food/Beverage Request Form**

Date/Time: \_\_\_\_\_

School site: \_\_\_\_\_

Description of event (i.e. fundraiser, student sale, etc.): \_\_\_\_\_  
\_\_\_\_\_

School Official in Charge: \_\_\_\_\_

Contact Information: Email: \_\_\_\_\_ Phone: \_\_\_\_\_

List of food(s) and beverage(s) proposed for sale on your school site during the school day:  
\_\_\_\_\_  
\_\_\_\_\_

Please complete the Nutrition Facts information below for each proposed food or beverage you would like to sell. You can go to <http://www.CaliforniaProjectLEAN.org> to use a nutrition calculator. Staple copies to this form.

<u>Nutrition Facts</u>	
Serving Size oz	<input type="text"/> (gm) <input type="text"/>
Servings Per Container	<input type="text"/>
Amount Per Serving	
Calories	<input type="text"/> Calories from Fat <input type="text"/>
Total Fat (g)	<input type="text"/>
Saturated Fat (g)	<input type="text"/>
Trans Fat (g)	<input type="text"/>
Sodium (mg)	<input type="text"/>
Carbohydrates	
Sugars (g)	<input type="text"/>

<u>Nutrition Facts</u>	
Serving Size oz	<input type="text"/> (gm) <input type="text"/>
Servings Per Container	<input type="text"/>
Amount Per Serving	
Calories	<input type="text"/> Calories from Fat <input type="text"/>
Total Fat (g)	<input type="text"/>
Saturated Fat (g)	<input type="text"/>
Trans Fat (g)	<input type="text"/>
Sodium (mg)	<input type="text"/>
Carbohydrates	
Sugars (g)	<input type="text"/>

\*Attach actual product labels if available. All documentation for the sale of food must be kept on file for 3 years.

For use by Food and Nutrition Services:	
Circle one: product meets – product does not meet Smart Snack in School Criteria	
Request Approved _____	Date _____
Request Denied _____	Date _____
Board Approval _____	Date _____



## Competitive Food Sales Checklist 2016-17

	<b>What time will the sale take place?</b>	½ hour after school to Midnight– no standards –STOP HERE <b>During the school day (Midnight to ½ hour after end of school day) – CONTINUE ON</b>
	<b>Who is selling?</b>	
	<b>What is being sold?</b>	
	<b>Where will the sale take place?</b>	
	<b>Food Sales must be a snack or entree</b>	
	<b>A nutrition analysis must be run on all foods/beverages sold. CA/USDA Calculator</b>	<a href="http://www.CaliforniaProjectLEAN.org">www.CaliforniaProjectLEAN.org</a>
	<b>USDA Snack Foods Calculator</b>	<a href="http://tools.healthiergeneration.org/calc/calculator/">http://tools.healthiergeneration.org/calc/calculator/</a>
	<b>USDA Entrée Foods</b>	<a href="http://tools.healthiergeneration.org/calc/calculator/">http://tools.healthiergeneration.org/calc/calculator/</a>
	<b>USDA Beverages</b>	
	<b>Organizations must submit a list of all food/beverages and the nutrition analysis <u>ONE MONTH</u> prior to the event to the Food Service Manager OR Administrator, Food &amp; Nutrition</b>	<b>Include source of food/beverage, nutrition labeling or restaurant nutrition information list. Documentation must be kept on file for three (3) years from the date of food/beverage sold or served.</b>
	<b>Compliant Snacks</b> <b>Snack food items must be:</b> <ol style="list-style-type: none"> <li>a. ≤ 35% calories from fat, and</li> <li>b. ≤ 10% calories from saturated fat, and</li> <li>c. ≤ 35% sugar by weight,</li> <li>d. ≤ 200 mg sodium and</li> <li>e. ≤ 200 calories per item/container</li> </ol>	<b>Ref: SB12; USDA SmartSnacks; SB1169</b>
	<b>Compliant Entrees</b> <b>Entrée food items must be:</b> <ol style="list-style-type: none"> <li>a. ≤ 350 calories, and</li> <li>b. ≤ 480 mg. sodium</li> <li>c. ≤ 4 grams fat per 100 calories, and</li> </ol> Must either consist of: <ol style="list-style-type: none"> <li>1. Two or more groups (meat/meat alternate, fruit/vegetable, grain/bread), or</li> <li>2. A meat/meat alternate alone</li> </ol>	<b>Ref: SB12; USDA SmartSnacks; SB1169</b>
	<b>Exemptions:</b> <ol style="list-style-type: none"> <li>a. Nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, non-fried vegetables, and legumes are exempt from the fat restriction.</li> <li>b. Eggs and cheese packaged for individual sale are exempt from the saturated fat restriction.</li> <li>c. Fruit, non-fried vegetables, legumes that contain no added sugar or fat are exempt from the sugar restriction.</li> <li>d. Dried blueberries cranberries, cherries, and tropical fruit that do not contain added sugar are exempt from the sugar restriction</li> <li>e. Mixed foods containing ONLY exempt items are exempt from all restrictions.</li> <li>f. Food items containing a mixture of exempt ingredients <b>and</b> at least one non-exempt ingredient must meet the nutrition restrictions set for either snacks or entrees.</li> </ol>	<b>Ref: SB12; USDA SmartSnacks; SB1169</b>
	<b>Artificial Trans Fat Foods</b> Artificial trans-fat foods cannot be sold or <u>provided</u> to pupils from one-half hour prior through one-half hour after the end of the school day.	<b>Ref: SB490; USDA SmartSnacks; SB1169</b>
	<b>Beverages</b> <b>Compliant Beverages include:</b> <ol style="list-style-type: none"> <li>1. Fruit juice:             <ol style="list-style-type: none"> <li>a. ≥ 50% juice and</li> <li>b. No added sweeteners</li> </ol> </li> <li>2. Vegetable juice:             <ol style="list-style-type: none"> <li>a. ≥ 50% juice and</li> <li>b. No added sweeteners</li> </ol> </li> </ol>	<b>Ref: SB965; USDA SmartSnacks; SB1169</b>

	<p>3. Milk:  a. Cow's or goat's milk, <b>and</b>  b. 2%, 1%, nonfat, <b>and</b>  c. Contains Vitamins A &amp; D, <b>and</b>  d. ≥ 25% of the calcium Daily Value, <b>and</b>  e. ≤ 28 grams of total sugar per 8 fl. oz.  Non-dairy milk:  a. Contains Vitamins A &amp; D, <b>and</b>  b. ≥ 25% of the calcium Daily Value, <b>and</b>  c. ≤ 28 grams of total sugar per 8 fl. oz., <b>and</b>  d. ≤ 5 grams fat per 8 fl. oz.</p> <p>4. Water:  a. No added sweeteners</p> <p>5. Electrolyte replacement beverage:  a. Water as first ingredient, <b>and</b>  b. ≤ 2.1 grams added sweetener per 1 fl. oz., <b>and</b>  c. At least 10 but no more than 150 milligrams of sodium per 8 fl. oz., <b>and</b>  d. At least 10 but no more than 90 milligrams of potassium per 8 fl. oz., <b>and</b>  e. No added caffeine</p>	
	<p><b>Prohibited Foods/Beverages Sold to Students - Foods of Minimal Nutritional Value</b>  <b>Applies to the following foods sold to students by any entity:</b></p> <ol style="list-style-type: none"> <li>1. Carbonated and aerated beverages</li> <li>2. Water ices – except if made with fruit or fruit juice</li> <li>3. Chewing gum</li> <li>4. Hard candies</li> <li>5. Jelly and gum candies</li> <li>6. Marshmallow candies</li> <li>7. Fondant</li> <li>8. Licorice</li> <li>9. Spun candy</li> <li>10. Candy coated popcorn</li> </ol>	<p><b>Ref: U.S.D.A. Code of Federal Regulations, Title 7</b>  <b>Effective Midnight to ½ hour after the end of the school day.</b></p>
	<p><b>Sales During School Hours</b></p> <ol style="list-style-type: none"> <li>1. No more than <b>three types</b> of foods or beverages <i>may</i> be sold each day (e.g., chips, water, yogurt).</li> <li>2. Food or beverage item(s) must be <b>pre-approved</b> by governing board of school district.</li> <li>3. Only <b>one student organization</b> <i>may</i> be allowed to sell each day.</li> <li>4. Food(s) or beverage(s) <b>cannot</b> be prepared <b>on the campus</b>.</li> <li>5. The food or beverage categories sold <b>cannot</b> be the same as those <b>sold in the food service program</b> at that school during the same school day.</li> <li>6. Any and all student organizations <i>may</i> sell on the <b>same four</b> designated days per school year. (International Weeks)</li> <li>7. Food and beverages sold shall be sold at or above the food and nutrition program Board approved prices.</li> </ol>	<p><b>Must comply with regulations and standards listed above in addition to:</b>  <b>HBUHSD Board Policy 3554</b>  <b>HBUHSD Administrative Policy 3554</b>  <b>HBUHSD Local School Wellness Policy 5030</b>  <b>CalCodes – CA Dept. of Health Services</b>  <b>California Code of Regulations, Title 5, Sections 15500-15501</b></p> <p><b>Ed Code Section 49430</b> The definition of <b>sold</b> is “the exchange of food or beverages for money, coupons, vouchers, or <u>order forms</u>, when any part of the exchange occurs on a school campus.” <b>This also includes requests for donations for the exchange of food or beverages.</b></p>
	<p><b>Proceeds from sales during the school day must accrue to the cafeteria, student organization or the school</b></p>	
	<p><b>Outside vendors are not permitted on campus to sell directly to students i.e. In &amp; Out burger catering van</b></p>	

A Food and Beverage Sales Handbook was issued to each campus. Check with your principal's office. If you have any questions, please contact the school food service manager or the Food & Nutrition Office at 714-894-1698 or lteng@hbuhsd.edu.