

Manheim Township School District
Food Related Fund-Raiser Guidelines

In order to comply with School Board Policy 246, School Wellness, the following guidelines for using food as a fund-raiser will be in place. These guidelines are in effect for the entire school day (defined as: 12 midnight until 30 minutes after the school day has ended.) ***There are a limited number (per school-building) of annual exceptions to these guidelines. Fundraising groups must obtain prior administrative approval before initiating any related fundraiser activities.***

1. All foods that are to be sold during the school day must meet *Smart Snacks in School* guidelines. This includes school stores, vending machines, and a la carte items sold in the cafeteria. Food that is sold with the intent of being consumed outside of the school day (i.e., pizza kits, cookie dough, etc.) are exempt from this requirement.
2. MTSD Food Services can assist you in determining if any food items do or do not meet the *Smart Snacks in School* standards. It is recommended that no home-baked foods be used for fund raising activities.
3. Consider utilizing MTSD Food Services as your source for purchased or prepared food items for sale.
4. The “*Application for Permission to Sell or Solicit/Fund Raising Activities*” must be submitted and approved 10 school days in advance of the sale.

**MANHEIM TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR PERMISSION TO SELL OR SOLICIT/FUND RAISING ACTIVITIES**

1. Name of Organization _____
2. Name of Advisor _____
3. Student Chairman of Committee _____
4. Item(s) to be sold _____
5. Cost of item(s) _____
6. Location of sales _____
7. Is food a part of this fundraiser? If so, does it meet *Smart Snacks in School* guidelines?

8. Purpose of Sale or solicitation _____

9. Date and time of sales period _____

Advisor signature: _____

_____ Permission GRANTED

Administrator signature: _____

_____ Permission DENIED

Reason(s): _____

