Request Date: ____________________ Site: ______________________ Activity Account #: __________

Sponsor Name: ___________________________________________________________________________________

School Organization: ______________________________________________________________________________

Purpose of Fundraiser: _____________________________________________________________________________

Fundraiser Starting Date: _____________ Fundraiser Ending Date: _____________ Duration (# of Days): _____________

Fundraiser Vendor Name: __________________________________________________________________________

Description of product to be sold or activity to raise funds (Attach additional sheet or brochure if available):
__________________________________________________________________________________________________

Selling Price of Product (or admission fee): ____________ Who will collect the money? ______________________

Can unsold merchandise be returned to the company? Yes ☐ No ☐ Anticipated Profit %: __________

Does the fundraiser have food items? Yes* ☐ No ☐

* If “Yes” and you wish to be exempt from the “Smart Snacks in School” standards (See reverse side), then you must certify all below:

☐ This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.

☐ This fundraiser will not operate for more than fourteen (14) days in total.

☐ The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

As sponsor of this project, my signature below certifies that I will follow the Choctaw-Nicoma Park Public School Board policy for fundraisers. No monies will be stored in my room or desk, but will be turned into and receipted by the office on a daily basis. A Fundraising Accounting Form will be given to the school Business Office as soon as the fundraiser has been completed.

Fundraiser Sponsor ___________________________ Principal ___________________________

Smart Snacks School Contact Person (if different from Principal) __________________________ Date __________________________

Kevin Berry, Director of Finance __________________________ Date __________________________

For Office Use Only:

Semester (First or Second): ____________ Site: ______________________ School Exemption #: __________
USDA “SMART SNACKS IN SCHOOLS” STANDARDS

- ANY FOOD SOLD IN SCHOOL MUST INCLUDE ONE OF THE FOLLOWING:
  - Be a “whole grain-rich” product
  - The first ingredient is a fruit, a vegetable, a dairy product or a protein food
  - Combination food with at least \( \frac{1}{4} \) cup of fruit and/or vegetable

- FOODS MUST ALSO MEET SEVERAL NUTRITIONAL REQUIREMENTS:
  - **Calorie Limits:**
    - Snack Items: \( \leq 200 \) Calories
    - Entrée Items: \( \leq 350 \) Calories
  - **Sodium Limits:**
    - Snack Items: \( \leq 200 \) mg
    - Entrée Items: \( \leq 480 \) mg
  - **Fat Limits:**
    - Total Fat: \( \leq 35\% \) of Calories
    - Saturated Fat: \( \leq 10\% \) of Calories
    - Trans Fat: 0 grams
  - **Sugar Limits:** \( \leq 35\% \) of weight from total sugars in food

- ACCOMPANIMENTS: Items such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.

- CAFFEINE:
  - Elementary and Middle School foods and beverages must be caffeine-free with the exception of naturally occurring caffeine substances
  - High School foods and beverages may contain caffeine

- BEVERAGES:
  - All schools may sell:
    - Plain water
    - Unflavored low fat milk
    - Unflavored or fat-free milk
    - 100% fruit or vegetable juice
    - 100% fruit or vegetable drink diluted with water (with or without carbonation) and no added sweeteners
  - Elementary Schools may sell up to 8 ounce portions while middle and high schools may sell up to 12 ounce portions of milk and juice. There is no portion size for plain water.
  - High Schools Only:
    - No more than 20 ounce portions of:
      - Calorie-free flavored water (with or without carbonation)
      - Other flavored and/or carbonated beverages that are labeled to contain \( \leq 5 \) calories per 8 fluid ounces or \( \leq 10 \) calories per 20 fluid ounces
    - No more than 12 ounce portions of beverages with \( \leq 40 \) calories per 8 fluid ounces or \( \leq 6 \)- calories per 12 fluid ounces

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code Title 210; Chapter 10; Subchapter 3; Section 112.
FUNDRAISER PROCEDURES

1. Submit a FUNDRAISER REQUEST FORM to the Finance Office two (2) weeks prior to starting any fundraiser. Fundraisers should not be started without an approved fundraiser number.

2. After fundraiser has been approved, complete a Purchase Requisition for products and include the approved fundraiser number in the item description.

3. All monies collected will be turned into and receipted by the site office on a daily basis. The deposit information must list the fundraiser number as the source (i.e., FR001) and each individual deposit must be recorded on the FUNDRAISER ACCOUNTING FORM.

4. Within 2 weeks of the close of the fundraiser, the sponsor will sign and return completed FUNDRAISER ACCOUNTING FORM to the Activity Funds Custodian.

5. If a PTO group conducts a fundraiser that will require the children to sell or distribute the products, that fundraiser will also fall under the guidelines of the attached forms. Again, the FUNDRAISER REQUEST FORM must be submitted and approved prior to conducting the sale or fundraising activity.

It is imperative that these procedures be followed. The need for fundraisers is understood and these procedures have been established to assist you in conducting profitable fundraisers to meet your goals.
FUNDRAISER ACCOUNTING FORM

FUNDRAISER #________

DEPOSIT HISTORY
(Record each individual deposit and return this form within two weeks of the close of the FUNDRAISER.)

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Total Monies Collected: ______________________________________________________

Total Cost of Products: ______________________________________________________

Net Total Profit to Organization: ____________________________________________

Number of units ordered: ____________________________________________________

Number of units sold: ________________ Number of units returned: ______________

Number of units unaccounted for: _______________________________ Explain: __________________________

Selling price of each unit: ________________________________ Organizations cost for each unit: ________________________________

____________________________________  ________________________________
Sponsor’s Signature                  Principal’s Signature
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