***INSTRUCTIONS: This document is a sample. The local educational agency (LEA) is ultimately responsible for ensuring the plan complies with all federal and state regulations and the division’s Local School Wellness Policy. The content formatted in bold and italics throughout this document is instructional and should not be included in the LEA’s final fundraiser tracking tool. All content within [brackets] should be modified, as needed, according to each LEA’s unique exempt fundraiser practices. The VDOE-SNP recommends allowing only non-food fundraisers or food and beverage fundraisers that meet the Smart Snacks rule. Additional pages may be added. The tracker must be kept on record as an electronic or paper copy.***

**[Insert school logo]**

# Fundraiser Tracking Tool

## [Insert School Name]

## [Insert School Year, i.e. 2020-2021]

**According to the Healthy Hunger-Free Kids Act of 2010, all foods and beverages sold to students during the school day, including foods sold through school sponsored fundraisers, must meet the United States Department of Agriculture (USDA) nutrition standards, also known as** [**Smart Snacks in Schools**](https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks)**. Virginia regulations in** [**Virginia Code 8VAC20-740**](https://law.lis.virginia.gov/admincode/title8/agency20/chapter740/) **permit up to 30 exempt fundraisers, per school, per school year. [Insert division name]has elected to allow [insert number of exempt fundraisers] exempt fundraisers, per school, per school day. This tool tracks all food and beverage fundraisers approved by the fundraiser designee. Refer to the division’s Local School Wellness Policy for more information: [Insert website to school division’s Local School Wellness Policy].**

**Fundraiser Designee: [Insert name of fundraiser designee]**

**Fundraiser Designee Contact Information: [Insert fundraiser designee’s email and/or phone number]**

| **Organization Name1** | **Date2** | **Time(s)3** | **Description of Items Sold** | **Smart Snacks Compliant? (y/n)** | **Location(s)4** | **Organization’s Contact Name** | **Organization’s Contact Information** | **Fundraiser Designee’s Signature** |
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**1** Name of school sponsored organization or activity.

**2** Date the fundraiser will be held. If the fundraiser spans multiple dates, each date must be recorded as a separate fundraisers.

**3** Foods or beverage fundraisers may not be held during school meal service times. This includes from 6:00 a.m. to the end of the breakfast period and from the beginning of the first lunch period to the end of the last lunch period.

**4** Example: cafeteria, school store, snack bar, etc.