

## Compliant Competitive Food Sale Tracking Tool

School Building: \_\_\_\_\_

School Year: \_\_\_\_\_ - \_\_\_\_\_



**Background:** Schools that participate in the National School Lunch Program (NSLP) must follow Smart Snacks standards. A compliant ("non-exempt") food fundraiser is a fundraiser selling foods or beverages that meet Smart Snacks standards on the school campus during the school day (midnight through 30 minutes after the last instructional period). Sales of these types of items that meet the standards are not restricted unless otherwise indicated in your district's Local Wellness Policy or food safety plan, but they need to be tracked as completely as possible. For more information on Smart Snacks requirements, visit [www.michigan.gov/mde/services/food/sntp/lunch](http://www.michigan.gov/mde/services/food/sntp/lunch) and select "Smart Snacks in Schools" under "Resources."

**How to use this document:** Federal regulations require that competitive foods and beverages sold to students during the school day be tracked. Michigan School Nutrition Programs has developed a tool to track these food and beverage sales. This tool is used to track competitive foods sold to students during the school day. Complete at least one per school and use as many sheets as needed. Schools that participate in NSLP are required to keep track of food fundraisers for students that are held during the school day. MDE recommends the district Local Wellness Policy team and building principals work together to ensure Smart Snacks standards are followed, and regularly keep the district food service director informed of fundraising activities. The tool supplies the information that may be required during your district's Administrative Review of School Nutrition Programs. Information on the district's or school's food fundraisers may also be requested under other circumstances by the MDE School Nutrition Programs team and/or the U.S. Department of Agriculture.

**Does this school allow exempt food fundraisers\* (foods that do not meet smart snacks guidelines) to be sold up to twice per week?** \_\_\_\_ Yes \_\_\_\_ No  
 \*If fundraiser exemptions are allowed, they must be tracked. MDE has an *Exempt Food Fundraiser Tracker*, or a school or district may use its own method of tracking these exempt food/beverage sales.

Check the appropriate types of documentation for each product and **keep supporting documentation on file for four years**. (i.e. calculator printout, Nutrition Labels & Recipe Analysis')

<sup>1</sup>If using The Alliance for a Healthier Generation **Smart Snacks Calculator**, the printout **must** be accompanied by a copy of the original nutrition label from the product.

Link to Smart Snacks Calculator: <https://foodplanner.healthiergeneration.org/calculator/>

<sup>2</sup>For any scratch recipe, a recipe analysis must be completed and kept on file.

<sup>3</sup>Examples: cafeteria, vending machine, school store, snack bar, etc.

School District Name:			Contact Email:			
School Building Smart Snacks Contact Person(s):			Contact Phone No.:			
Organization Name	Date(s)	Description of Item Sold	Calculator Printout <sup>2</sup>	Nutrition Label	Recipe Analysis <sup>3</sup>	Location Sold <sup>4</sup>
1.						
2.						

Adapted from the Missouri Department of Elementary and Secondary Education, the Kansas State Department of Education, and the Wisconsin Department of Public Instruction.

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Smart Snacks questions? Contact MDE School Nutrition Programs at 517-241-5374 or mde-schoolnutrition@michigan.gov

**Michigan School Food Fundraiser Tracker**

Organization Name	Date(s)	Description of Item Sold	Calculator Printout <sup>2</sup>	Nutrition Label	Recipe Analysis <sup>3</sup>	Location Sold <sup>4</sup>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

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