

**FORT BEND INDEPENDENT SCHOOL DISTRICT
REQUEST FOR FOOD SALES OR SERVICE
(Please submit 30 days prior to event)**

GE-E-4

CAMPUS: _____

DATE SUBMITTED: _____

ORGANIZATION/ CLUB: _____

SPONSOR: _____

EXACT EVENT LOCATION:

All information shall be provided for all items served or sold.

Elementary Days (District Approved):		
Circle One:	1	2
	3	

***Nutritional Information is required when products are sold during meals periods. Failure to provide the nutritional information shall result in denial of the sales or service and shall require resubmission.**

Product Name	Individual Serving Size(s)	* Nutrition Label shall be attached	Date(s)	Time(s)

Check one of the following:

<input type="checkbox"/>	Catered Event: Company Name: _____ Caterer's Health Permit Number with expiration date: Permit # _____ Exp. Date: _____
<input type="checkbox"/>	Food items provided by the Organization. Purchase Site: _____ (All items shall be obtained from a licensed facility. No homemade items shall be allowed.)
<input type="checkbox"/>	Food items purchased from the Cafeteria. (Note: Food items purchased from the cafeteria must be ordered ten (10) days in advance.)

PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED ACTIVITY INCLUDING EQUIPMENT TO BE USED FOR THE EVENT:

Activity Coordinator(s):

Name _____ Daytime Phone _____ Evening Phone _____

Name _____ Daytime Phone _____ Evening Phone _____

This form shall be completed and submitted to the Child Nutrition Department at least thirty (30) days prior to the date of the proposed activity. This request shall be approved with the understanding that all sales/service are in accordance with all State, County and City Health Regulations and Codes. An approved copy must be received by the Organization before the sale/service of food may occur on the campus. Request may be denied when: 1) food items do not meet the State & Federal Guidelines (www.agr.state.tx.us or www.squaremeals.org), 2) adequate time has not been allowed for processing this request or 3) Organization did not comply with District requirements.

Prepared by: _____ Date: _____

_____ Date: _____

(Officer of the Organization)

Reviewed by: _____ Date: _____

(Principal)

Child Nutrition Office Use		Date	
Circle Approved OR Not Approved		:	
Approved	Permit for Operation	1) CND Permit	2) Temporary Permit
Not Approved	1) Item non-compliance with State & Federal regulations	2) Inadequate time for approval process	3) Organization did not comply with requirements; Nutritional Information, etc.

The District shall be in compliance with the Texas Administrative Code Title 4 Part 1 Chapter 26 Sub Chapter A Rule §1 -9 effective February 2009

Anytime food is served or sold to the public on a District campus or in a District facility the GE-E-4 form shall be completed and submitted to the Child Nutrition Department (CND). This forms needs to be submitted thirty (30) days prior to the event date. Please be advised the food sales and service are using the CND health permit for operation.

- All events shall comply with Texas Administrative Code Title 4 Part 1 Chapter 26 Sub Chapter A Rule §1 - 9 effective February 2009. based on grade level. All food items must be in compliance with the portion size, sugar and fat content. Therefore, nutrition labels shall be submitted with the request to ensure the District is in compliance. Failure to submit the nutritional information shall cause the form to be denied and returned to the organization. The organization shall be required to submit a new form with the required information. Food Sales on campuses are operating under the Child Nutrition Department’s Health Permit for such food sales.

Completing the Form:

- Campus:** Enter campus name.
- Date Submitted:** Enter the date submitted to the Principal or designee.
- Organization/Club:** Enter the name of the organization conducting the sale or service of food.
- Sponsor:** Enter the name of the sponsor for organization or club.
- Exact Event Location:** Enter the location where the event will occur. Locations such as the following: Field house, commons, gym, hallway, outside the building, etc.
- District Approved Days:** The TPSNP allows three exempt days per campus. These days shall be documented on the school calendar.
- Product Name:** Product to be sold shall be identified in this section.
- Individual Serving Size:** The size of the product shall be listed in this section. **There are restrictions on almost everything served or sold on the campuses.**
- Nutrition Label** **Nutrition labels shall be provided to ensure the item is in compliance with the Texas Public School Nutrition Policy.**
- Date(s):** The date or dates of the event shall be included in this section.
- Time(s)** **The time of the event shall be included in this section. There are time restrictions included in the Texas Public School Nutrition Policy**
- Check one of the following:** **Food is received from one of the following:**
Catered Event shall include the Company Name, Permit Number and Expiration date of the Permit.
Organization Provides Food shall include where the food has been purchased, Kroger’s, Sam’s, H.E.B., etc. **Home baked items shall not be served or sold on campus to students.**
Child Nutrition Provides Food orders shall be placed **10 days in advance.** Organization shall be billed for the food purchases using the Special Billings procedures.
- Provide a detailed description of the proposed activity including equipment to be used for the event.**
- Activity Coordinator (s):** List the names and telephone numbers of the persons to be contacted for questions.
- Prepared by;** Signature of the person completing the form and the date completed. Officer of the Organization signs and dates the form.
- Reviewed by:** The Principal or their designee shall sign and date the form. Then forward the form with all required documents to the Child Nutrition Department for approval.
- Child Nutrition Department** Approves or denies the request and sends the confirmation back to the campus Principal or designee. Indicating permit usage or permit required.