



Westwood Community School District

Food / Non-Food Sales Policy – During School Hours

Any building or group requesting approval to sell a food item(s) during school hours, defined as 12 midnight until 30 minutes after release time, is required to complete the following for authorization:

1. Fund Raising Authorization Form: All food and non-food sales are considered fundraisers and require the approval of the Building Principal, Senior Operations Officer, Financial Officer and Superintendent of School.
2. Facilities Use Permit: Any event in the district facilities is required to be registered and approved in advance. The organizer is required to indicate the date, location, hours, activity, admission charge and sales of food or non-food items. Requires the approval of the Building Administrator and Senior Operations Officer.
3. The Sale of Food items requires that the organizer complete an evaluation of the products to be sold using the Smarter Snack Calculator and include the results for each food item to be sold with the Fundraiser Authorization Forms. Information on Smarter Snack requirements can be found at:
  - a. Information on Nutritional Requirements:
    - i. MDE - [http://www.michigan.gov/mde/0,4615,7-140-43092\\_50144-327975--S,00.html](http://www.michigan.gov/mde/0,4615,7-140-43092_50144-327975--S,00.html)
    - ii. USDA - <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>
  - b. Smart Snacks Product Calculator:  
[https://www.healthiergeneration.org/take\\_action/schools/snacks\\_and\\_beverages/smart\\_snacks/alliance\\_product\\_calculator/](https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/)
  - c. Michigan Smart Snacks Approved Listing:  
[http://www.michigan.gov/documents/mde/MI\\_Smart\\_Snacks\\_Certified\\_Product\\_List\\_-\\_9-2014\\_-\\_AD\\_467206\\_7.xlsx](http://www.michigan.gov/documents/mde/MI_Smart_Snacks_Certified_Product_List_-_9-2014_-_AD_467206_7.xlsx)