

## **PTO/Special Event Organizer Guidelines**

Students participate in many activities outside the classroom. It is critical that a student with food allergies be provided a safe environment both inside and outside the classroom. These activities might include school-sponsored events and fundraisers. Event organizers are responsible following District 181 guidelines for food in classrooms, in addition to receiving approval from the District before food items that deviate from approved item list are brought in or sold in District facilities. Organizers who volunteer for food related events must receive an in-service from the building nurse prior to the event occurring.

### **PTO/Special Event Organizer Checklist**

	<p>After-school enrichment, before-school care, or other programs held in school classrooms must follow the daily snack guidelines.</p> <ul style="list-style-type: none"><li>● In the elementary schools, fruits and vegetables are allowed in classrooms.</li><li>● In the middle schools, fruits and vegetables, as well as cheese, Goldfish crackers, Original Skinny Pop brand popcorn, meat jerky, meat sticks, and lunchmeat are allowed in classrooms.</li></ul>
	<p>Food items that deviate from D181 approved snacks (including food for fundraising purposes) require approval from the Building Principal and District Nurse per the fundraising, or special event request form (Page 11).</p>
	<p>Food desired to be used for fundraising purposes may also be subject to Superintendent approval.</p>
	<p>For every food item, an up-to-date ingredient list shall be provided to all parents at least three days in advance of the event. One way of notification is providing this information on the activity sign up sheet.</p>
	<p>Food items approved by the Principal and District Nurse shall be eaten in designated areas (lunchroom, gym, or other as determined by building administration).</p>
	<p>Parents who choose to volunteer for food-related events, prior to the event, shall receive the required in-service from the building nurse on epinephrine auto-injector use and anaphylaxis.</p>