



**Food Allergy Management Plan:
Special Event Food Request Form**

*On occasion, the District will allow food that is not included in the food allergy management plan for special events. **Please note that food that deviates from the district approved snacks for elementary and middle school will NOT be allowed in the classrooms. Peanut and tree nut products are never allowed in classrooms.***

Event organizer should complete this application with their building principal at least two weeks before activity is scheduled. If approved by the building principal and district nurse, event organizer will be responsible for ensuring that the food-related details of the event are communicated to students, staff, and families. Ingredient lists of items being served or sold must be provided to all participating students' families.

Sponsor/Organizer Name: _____

Check all that apply: I am a: Parent _____ PTO member _____ Non-staff member _____

Staff member _____

Purpose of special event/activity: _____

Date(s) and time(s) of event: _____

Location(s) where food will be sold: _____

Please note that if food is open and being consumed, it must remain in designated areas.

Food(s) that will be sold or served: _____

Will you offer alternative, non-food items as part of the event or activity? Yes _____ **No** _____

Event Organizer Signature: _____ **Date:** _____

Building Principal Completes:

Date Building Principal contacted District Nurse to review student accommodations/allergies: _____

Building Principal signature: _____ **Date:** _____

You will receive an email from the Building Principal with his/her decision to approve or deny the request.