



Fun Lunches | Guidelines for School Councils

Fun lunches such as Healthy Hunger offer fundraising opportunities for schools and school councils while providing students with a special lunch. Please refer to this tip sheet to ensure that these events are safe and successful.

Fun lunches, including snacks, should only occur once each month:

- Restaurant options can be expensive, and more frequent events may exclude some families.
- Fast food options are often high in sodium, sugar, and fats, and often do not align with CBE nutrition standards.
- Fun lunches may exclude students with allergies and dietary restrictions (medical, cultural, religious).
- These events are not meant to replace a CBE foodservice program.
- The [Alberta Nutrition Guidelines for Children and Youth](#) (ANGCY) advises that fundraisers should not be based on food alone. Ideas for healthy fundraising are provided at the end of this document.

Fun Lunch Checklist

When ordering:

- Consider providing foods from the Choose Most Often or Choose Sometimes categories of the ANGCY as outlined by the Calgary Board of Education [AR 3047 – Nutrition](#)
- Consider any allergies or dietary restrictions (medical, cultural, religious) within the school community
- Provide the foodservice provider with the following information:
 - Name, address, and phone number of the school
 - Contact name and phone number (if different than school phone number)
 - Which door of the school to use for the delivery
 - Location of the event room (vendor needs to check-in at the office upon arrival)
 - Payment – cash or cheque and where payment can be picked up, if payment is not completed online
 - Delivery time – hot or refrigerated items need to be delivered as close to service time as possible, with a maximum of 15 minutes prior to ensure food safety and quality. Request that food items not be delivered to the school early unless prior arrangements have been made, and the school has the proper hot and cold holding equipment.

On fun lunch days:

- Volunteers who are organizing and running the program should have [AHS Food Safety Basics](#), a free 1 – 2 hour online food safety training course.

- Ensure that there are enough school council volunteers to receive and distribute the lunches. School staff do not have the capacity to operate parent run programs.
- Ensure a hand washing sink is available with free-flowing water, soap, and paper towels.
- Use a probe thermometer to take the temperature of the lunches upon arrival and serve within 15 minutes. Hot foods should be above 60°C, and cold foods should be below 4°C. Keep a temperature log on file for reference purposes. (See Appendix A)
- If lunches cannot be served within 15 minutes, hold hot foods hot (above 60°C) and cold foods cold (below 4°C) to avoid the temperature “danger zone” (where bacteria multiply rapidly). If lunches are delivered early and hot or cold holding equipment is not available, the order may need to be rejected.
- If items are not individually wrapped, have proper serving utensils for each food item. Students should not pick up food items such as buns or raw vegetables with their hands.
- If a student that has ordered a lunch is absent, the parent can be contacted to pick up the lunch from the school. Any remaining lunches must be discarded as they can’t be held overnight; this should be communicated to parents and guardians before ordering.
- Any leftovers that have been in the “danger zone” longer than 2 hours (including preparation, delivery, and serving time) must be discarded. Students should be encouraged to discard all uneaten perishable foods.

Healthy Fundraising Ideas

As per the Alberta Nutrition Guidelines for Children and Youth (ANGCY), fundraising activities should be consistent with healthy eating concepts taught in schools. Some examples of this may include:

- Sales of healthy food items
 - Plain popcorn
 - Boxes of apples or other fruits or vegetables
 - 100% fruit juices
 - Other Choose Most Often or Choose Sometimes items under the ANGCY
- Sales of non-food items
 - Cookbooks
 - Day timers
 - First aid kits
 - Coupon books
 - Flowers, for Valentine’s or Mothers’ Day
- Activities
 - Walk-a-thon
 - Read-a-thon
 - Talent shows
 - Community garage sale



Appendix A – Cold Holding Temperature Log

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operational
expectations

Cold Holding Temperature Log

School:				Equipment Location:				
Program Type: (Name Program or Event)				Equipment Type: (Commercial Cooler / Residential Fridge / Mini Fridge / Milk Cooler / Commercial Freezer / Residential Freezer)				
Month:				Refrigeration temperatures to be maintained at 4°C or lower Freezer temperatures to be maintained at -18 °C or lower				
Day	Time Taken (Circle AM PM)	Actual Reading	Staff Initials	Time Taken (Circle AM PM)	Actual Reading	Staff Initials	Corrective Action (if temperature is not met)	Staff Initials
1 st	AM PM	°C		AM PM	°C			
2 nd	AM PM	°C		AM PM	°C			
3 rd	AM PM	°C		AM PM	°C			
4 th	AM PM	°C		AM PM	°C			
5 th	AM PM	°C		AM PM	°C			
6 th	AM PM	°C		AM PM	°C			
7 th	AM PM	°C		AM PM	°C			
8 th	AM PM	°C		AM PM	°C			
9 th	AM PM	°C		AM PM	°C			
10 th	AM PM	°C		AM PM	°C			
11 th	AM PM	°C		AM PM	°C			
12 th	AM PM	°C		AM PM	°C			
13 th	AM PM	°C		AM PM	°C			
14 th	AM PM	°C		AM PM	°C			
15 th	AM PM	°C		AM PM	°C			
16 th	AM PM	°C		AM PM	°C			
17 th	AM PM	°C		AM PM	°C			
18 th	AM PM	°C		AM PM	°C			
19 th	AM PM	°C		AM PM	°C			
20 th	AM PM	°C		AM PM	°C			
21 st	AM PM	°C		AM PM	°C			
22 nd	AM PM	°C		AM PM	°C			
23 rd	AM PM	°C		AM PM	°C			
24 th	AM PM	°C		AM PM	°C			
25 th	AM PM	°C		AM PM	°C			
26 th	AM PM	°C		AM PM	°C			
27 th	AM PM	°C		AM PM	°C			
28 th	AM PM	°C		AM PM	°C			
29 th	AM PM	°C		AM PM	°C			
30 th	AM PM	°C		AM PM	°C			
31 st	AM PM	°C		AM PM	°C			

COLD HOLDING TEMPERATURE LOG – N.P PROGRAM OR EVENT

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