**[NAME OF ORGANIZATION]**

**Healthy Celebrations, Events & Water Guidelines**

**Purpose**

[NAME OF ORGANIZATION] is committed to supporting the health and wellbeing of our employees and the people we serve. The work environment can be a major factor in shaping lifestyle choices made by its staff and this policy aims to foster a culture of health and to support staff in making healthy food and beverage choices. This policy will serve to create a healthier work environment for staff and guests by ensuring the availability of healthy food and beverage choices at all internal meetings and community events sponsored by [NAME OF ORGANIZATION].

**Scope**

This policy applies to:

1. All employees of [NAME OF ORGANIZATION] and all persons completing work on behalf of [NAME OF ORGANIZATION] (e.g., contractors, students, interns, consultants)
2. All organization-sponsored functions where organization funds are used to purchase food and beverages (e.g., work meetings, celebrations, organization-sponsored parties/events, etc.)

**Policy**

All employees and students of [NAME OF ORGANIZATION] and all persons operating and/or completing work on behalf of [NAME OF ORGANIZATION] shall incorporate the following requirements whenever hosting any [NAME OF ORGANIZATION] celebrations, fundraisers, rewards, meetings, and events for which food and/or beverages will be purchased or distributed:

**Celebrations Policy**:

* [NAME OF ORGANIZATION] sanctioned events or celebrations are allowed to celebrate with food that is 10g or less of added sugar per food item
* Every celebration will included at least one fruit or vegetable option (for vegan, vegetarian and gluten free staff and students)
* Do not serve any sugary drinks (e.g., sodas, energy drinks, sports drinks, juices that are less than 100% fruit juice, flavored milks, or sweetened tea/coffee drinks). Sweeteners may be offered on the side.
* Provide a healthy option (e.g., fresh fruit) whenever you are providing desserts. If possible, cut traditional dessert servings in half.
* Serve whole grain foods (e.g., whole wheat pasta, brown rice, whole wheat bread/pitas/tortillas) if available.
* Ensure that tap water is available and served from reusable pitchers.

**Rewards Policy**:

* Food and beverages are not to be distributed as a positive incentive for students. This includes, but is not limited, candy, cookies, donuts, cake and cupcakes
* Academic and behavioral successes can be recognized in many other ways, including the is of physical activity breaks and activity carts

**Fundraising Policy**:

* Principal approved fundraisers will follow the 10g or less of added sugar per food item

**Water Policy:**

* Students are permitted to bring and carry school-approved water bottles, filled only with water, throughout the day.
* Students are allowed to bring drinking water from home and to take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.
* Students are permitted to carry reusable water bottles while at school for the specific is of drinking water only. Students may take their reusable water bottles into any area where food and drink is permitted.
* Misuse (including but not limited to bottle flipping, squirting, throwing, or filling with inappropriate liquids) of water bottles may be subjected to disciplinary action (including refocus, trash duty, or any other measures deemed appropriate).
* Students are permitted to fill school approved water bottle during lunch, passing period and advisory, or other periods at the discretion of the teacher.
* Ensure that tap water is available and served from reusable pitchers and/or filling station

**ADOPTED** this [Date] day of [Month], [Year]

[Administrators Signature]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Administrators Handwritten Name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*This policy will be reviewed/revised annually or as needed

This program is sponsored by the Colorado Department of Public Health and Environment through the Cancer, Cardiovascular and Pulmonary Disease (CCPD) Grants Program.

**Appendix: Additional Possible Policy Components**

**Physical Activity:**

* Include voluntary activity break for meetings that last more than one hour. Include meeting break on the meeting agenda.
* Consider a walking meeting when scheduling a meeting with three or less attendees.
* Avoid scheduling meetings over the lunch hour whenever possible. Encouraging employees to take their lunch break provides both a physical and mental break.

**Environmental Considerations:**

* Eliminate bottled water, ensure tap water is available and served from reusable pitchers.
* Ban individual condiment packets; require vendors to use bulk condiments dispensed into compostable or recyclable portion cups.
* Provide reusable/recyclable/compostable plates/cups/silverware when possible.
* Recycle all cardboard, mixed paper, aluminum, glass, plastic and co-mingled containers. Provide signage at all bins so attendees know how to recycle. Co-locate recycling bins with all trash bins.
* Select food vendors or caterers with a commitment to sustainability.
* Provide meeting slides and handouts electronically rather than paper copies.
* Donate left over food instead of throwing it away.