**Classroom Party Approval Form**

Please complete all questions on this form and attach necessary supporting documentation. The follow chain of approval must be completed two (2) weeks prior to the event date.

* RC must present proposed party theme and activities to the teacher for approval
* Upon teacher approval, the form and attachments must be forwarded to the Principal for final authorization

Prepared by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate reason for party: [ ] December Holiday Party [ ] End of Year Party

 [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

What is the party theme?

Party Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please specify the planned activities (attach a separate sheet of paper if necessary):

What refreshments will be served? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate estimated expenses? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What method will be used to communicate with parents?

[ ] Written - Please attach copies of letter(s)/email(s)

[ ] Verbal – Please detail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approvals:

 [ ] Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 [ ] Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Note: All Classroom Party Approval forms must be submitted to the Principal two (2) weeks prior to the event date.