

## **Barnwell Classroom Party Approval Form**

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

- Room Coordinators 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:	
	December Winter Celebration [ ] 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):	
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:	
[ ] Tanahar Signatura	Data
[ ] 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.