

Please fill out the below information and have the teacher approve the following: These should be given to the teachers no later than **2 weeks** before the lunch or party, in case any of the activities need to be adjusted.

LUNCH/PARTY: _____

FOOD/SNACK _____

PERSON RESPONSIBLE TO

BRING: _____

DRINK: _____

PERSON RESPONSIBLE TO

BRING: _____

PAPER

PRODUCTS: _____

PERSON RESPONSIBLE TO

BRING: _____

CRAFT: _____

GAMES: _____

OTHER: _____

**The Volunteers for the lunch/party are: (Name/Phone)

Thank you,

Room Parent / Party Coordinator Signature

** All Volunteers MUST BE Virtus Trained

Dear Teacher:

If you approve the scheduled activities for the lunch/party, please sign and return to the Room Parent who signed the form. Should you not approve of a planned activity or food/snack, please state below and return to the Room Parent immediately so they can adjust the lunch/party accordingly.

Signature of Teacher Approval

I would like you to change the following:
