

— — — CES Activity Form — — —

Submit to Jennifer at Least Two Weeks Prior to Activity | Date Form Submitted: _____

Activity Name (this information will be displayed on the school's internal Outlook calendar):	
Person Submitting Form: Contact Number (if PTA/outside school):	
Type of activity/reason for activity/how it relates to curriculum:	
Location(s) of activity:	
Date or dates of activity:	Time of <u>activity</u> (start time and end time): Is time needed <u>before</u> for set-up and <u>after</u> for break-down? How much time?
Grade / Area:	Is this a recurring activity? <input type="checkbox"/> Yes <input type="checkbox"/> No Parents invited? <input type="checkbox"/> Yes <input type="checkbox"/> No Siblings invited? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Notes:	Do you need anything from custodial? (Tables, chairs, garbage cans, etc.) If so, please list and explain:
Teams have the option of having up to four seasonal celebrations per school year, including their end-of-year picnic celebration. Celebrations are normally no more than an hour in length and must have an applicable curricular connection for the students. Sometimes celebrations are intended just for the students, and other times parents are invited to join as well. We have fully embraced the no-food practice that has been strongly suggested by CCPS for the last several years. This means that though the seasonal celebrations that our students may have will be enjoyable and enriching, they will not have any edible component to the event. The one exception to this may be the fifth grade end-of-year celebration picnic (Per the Student Service Manual: All foods brought in to the school to be shared should be commercially prepared and brought in the original container with the ingredients marked. This will help to alleviate potential exposures to allergens either as ingredients or from cross contamination.)	
Shared / UOF / CES Activity Form 2021-2022 UPDATED 08/03/2021	
Administrative Approval: _____ Date: _____	