(Teacher’s Name – Grade)

**(Holiday) Party**

(Date and Time)

The kids (# of students) will be divided up to take part in three stations: snack, craft, and game. We are also going to ask that each child bring a (item) to donate. Each station will last about 12 minutes each. Please check in between (time). We can start setting up in the classroom at 2:15 pm. After the party is over, we will need to quickly clean-up, so the students can get ready for dismissal.

Parents that are donating supplies are listed at the bottom.

Thanks so much to each of you for making the (Holiday) party a success!

**Station 1: Snacks** Coordinator(s):

|  |  |
| --- | --- |
| Snacks | Supplies |
|  |  |
|  |  |
|  |  |

**Station 2: Craft(s)** Coordinator(s):

|  |  |
| --- | --- |
| Activity | Supplies |
|  |  |
|  |  |
|  |  |
|  |  |

**Station 3: Game(s)**  Coordinator(s)**:**

|  |  |
| --- | --- |
| Activity | Supplies |
|  |  |
|  |  |

**Community Service Project** Coordinator(s):

|  |  |
| --- | --- |
| Activity | Supplies |
|  |  |

**Donations Needed**  Donator(s):

|  |  |
| --- | --- |
| Supplies | Donator |
| small plates |  |
| napkins |  |
| plastic table cloths |  |
| small goody bags |  |
|  |  |