



BEN HILL UNITED METHODIST CHURCH
Christian Academy

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PARTY/EVENT FORM

TYPE OF EVENT _____

PERSONS REQUESTING EVENT _____

DATE OF EVENT _____

TIME OF EVENT _____

SPONSORS OF EVENT _____

LOCATION OF EVENT _____

NUMBER OF PARTICIPANTS _____

SPECIAL NEEDS/ACCOMODATIONS _____

APPROVAL SIGNATURE _____

TITLE OF PERSON APPROVING EVENT

_____ ACADEMY DIRECTOR

_____ ASSISTANT ACADEMY DIRECTOR

FOOD ALLERGIES. Please check with your child's teachers regarding food allergies of classmates before bringing special treats. Ben Hill UMC Christian Academy is a Nut FREE Academy. Children may suffer noticeable reactions to chocolate and nuts. Please read labels on commercial items to minimize additives and colorings. Food. All treats brought by families to share with the children must be purchased pre-packaged or provided in the original package from a store or local bakery. Birthday treats are shared after lunch or afternoon snack time (please arrange celebration time with Lead Teacher).