



# CHRISTMAS

## TREE LIGHTING CEREMONY

### CHRISTMAS TREE DECORATING APPLICATION

Calling all 1st- through 5th-grade Classrooms:

On behalf of Governor Mary Fallin and State Superintendent of Public Instruction Joy Hofmeister, the Oklahoma State Department of Education is excited to announce the upcoming Governor's Christmas Tree Lighting Ceremony. The event will take place at the Oklahoma State Capitol on **Tuesday, December 4, 2018 from approximately 1 p.m. to 6 p.m..**

We invite you to apply to be one of the 24 schools participating in this exciting event! The application is due by **Monday, October 22, 2018**. No late applications will be accepted. If your classroom is chosen to participate you will be notified by **Wednesday, October 31, 2018**. The day's activities include tree decorating, photos with Governor Fallin and Superintendent Hofmeister, visits from Santa Claus, treats for the students, storybook reading, musical entertainment and the Capitol Tree Lighting itself!

Each classroom of 1st-5th grade students will be responsible for decorating one 4-foot artificial tree. Each tree should represent a theme selected by the students. Remember, students must be the ones to decorate the tree, **NOT** adults.

School districts will only be allowed **one participating classroom** and **only one 4-foot tree per classroom**. All decorations must be made prior to arrival at the Capitol. All details will be emailed to you if your school is selected.

A digital version of the application is available at [sde.ok.gov/oklahoma-capitol-christmas-tree-lighting-ceremony](http://sde.ok.gov/oklahoma-capitol-christmas-tree-lighting-ceremony). This is the only form that will be accepted for application.

Once the application has been filled out, it **must** have a signature from **both** the school site's principal and superintendent. No electronic signatures will be accepted. This application can be submitted via email to [Events@sde.ok.gov](mailto:Events@sde.ok.gov) or submitted via mail to:



Oklahoma State Department of Education  
Events Office  
2500 N Lincoln Blvd Ste 115  
Oklahoma City OK 73105-4599

Please contact the Events Office at (405) 522-8767 or [Events@sde.ok.gov](mailto:Events@sde.ok.gov) with questions or concerns.



# CHRISTMAS

## TREE LIGHTING CEREMONY

### CHRISTMAS TREE DECORATING APPLICATION

\_\_\_\_\_  
School District Name

\_\_\_\_\_  
School Site Name

\_\_\_\_\_  
School Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
School Phone Number

\_\_\_\_\_  
Class Grade

\_\_\_\_\_  
Number of Participating Students

\_\_\_\_\_  
Number of Accompanying Adults

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Teacher Email

\_\_\_\_\_  
Teacher Cell Phone

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
Principal Email

\_\_\_\_\_  
Principal Phone

\_\_\_\_\_  
Superintendent Name

\_\_\_\_\_  
Superintendent Email

\_\_\_\_\_  
Superintendent Phone

#### ASSURANCE STATEMENT

The undersigned hereby assures that \_\_\_\_\_ is a full-time classroom  
Teacher Name

teacher in the \_\_\_\_\_ School District during the 2018-19 school year.  
School District Name

It is understood the district will provide transportation for teachers, students and other guardians to and from the Christmas Tree Lighting Ceremony.

The Christmas Tree Lighting Ceremony is Tuesday, December 4, 2018, from approximately 1 p.m. to 6 p.m. If a classroom is selected from your district, you will be notified via email.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date