



2017
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, we are excited to announce the upcoming Governor's Christmas Tree Lighting Ceremony. The event will take place at the Oklahoma State Capitol on **Tuesday, November 28, 2017**.

We invite you to apply to be one of the 26 schools participating in this exciting event! The application is due **October 13, 2017**, no late applications will be accepted. You will be notified by **Wednesday, October 27, 2017**, if your classroom is chosen to participate. 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 students will be responsible for decorating one 4-foot artificial tree. Each tree should represent a theme selected by the students. This fun opportunity is for 1st- through 5th-graders. The event will run from **approximately 1 p.m. to 6 p.m.** November 28. All details will be emailed to you if your school is selected.

Remember, students must decorate the tree, NOT adults. School districts will only be allowed **one participating classroom and only one 4-foot tree per classroom**.

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 Martha.Eaves@sde.ok.gov or submitted via mail to the following:

Oklahoma State Department of Education
Attn: Martha Eaves
2500 N. Lincoln Blvd., Suite 115
Oklahoma City, OK 73105-4599

Please contact Martha Eaves, (405) 522-8767 or Martha.Eaves@sde.ok.gov, with questions or concerns.

This form will only be accepted for application. An electronic version of the application is available at <http://sde.ok.gov/sde/oklahoma-capitol-christmas-tree-lighting-ceremony>



SCHOOL DISTRICT

SCHOOL SITE NAME

SCHOOL ADDRESS

CITY

STATE

ZIP

SCHOOL PHONE NUMBER

TEACHER CONTACT NAME

CONTACT EMAIL

CONTACT CELL PHONE NUMBER (ON-SITE PURPOSES)

PRINCIPAL

PRINCIPAL EMAIL

PRINCIPAL PHONE

SUPERINTENDENT

SUPERINTENDENT EMAIL

SUPERINTENDENT PHONE

GRADE OF CLASS

NUMBER OF STUDENTS IN PARTICIPATING CLASSROOM

NUMBER OF ACCOMPANYING ADULTS

ASSURANCE STATEMENT

The undersigned hereby assures that _____ is a full-time classroom
teacher in the _____ School District during the 2017-18 school year.
TEACHER NAME

It is understood the district will provide transportation to and from the Christmas Tree Lighting Ceremony for 2017, transporting teachers, students and other guardians.

The Christmas Tree Lighting Ceremony is Tuesday, November 28, 2017, from approximately 1 p.m. to 6 p.m. If a **classroom** is selected from this district, it will be notified via email.

SIGNATURE OF PRINCIPAL

DATE

SIGNATURE OF SUPERINTENDENT

DATE