



**BARRINGTON  
CHRISTIAN  
ACADEMY**

**PROCEDURE AND PERMISSION FOR A BAKE SALE SUPPORTING A MISSION PROJECT**

Student Name \_\_\_\_\_

- 1) Get permission from the Middle or High School principal to hold the bake sale. Agree on a date.  
(If the date needs to be changed, start the process again.)

Date: \_\_\_\_\_

Middle School Principal signature: \_\_\_\_\_

OR

High School Principal signature: \_\_\_\_\_

- 2) Talk to Lower School Principal to confirm the date and get the rules for how he wants to have the bake sale done in second lunch.

Lower School Principal signature: \_\_\_\_\_

- 3) Talk to the person in charge of the middle school lunch that day to get instructions.

Lunch Duty person signature: \_\_\_\_\_

- 4) Secure permission from the teacher whose class you will need to miss **twenty minutes** of (at the end of 4<sup>th</sup> period) to hold the bake sale.

4<sup>th</sup> period teacher's signature: \_\_\_\_\_

- 5) Posters must be placed only in allowable places—**inside the rooms or on outside doors** - NOT IN HALLWAYS due to fire code restrictions.

- 6) Notify your 5<sup>th</sup> period teacher that you will be late for class. Do not abuse the privilege. Be sure to report to your 5<sup>th</sup> period class immediately following dismissal of lower school lunch.

5<sup>th</sup> period teacher's signature: \_\_\_\_\_

**Return this completed form to your principal prior to the date of the bake sale.**