1. All school announcements should be of concern to the entire student body. If an announcement pertains to a select group, it should be submitted to the Student Activities Office for approval and then POSTED.

2. All school announcements should be turned in to the Student Activities Office no later than 7:45 a.m. each day. Announcements that are turned in after that time will be aired the next school day.

3. All announcements should be limited to 45-60 seconds and will be repeated no more than two consecutive days; anything longer should be posted.

4. Club meetings or practices WILL NOT be announced after the last school day in October; however, cancellation of meetings or practices will be announced at any time.

(TYPE OR PRINT)

WRITE ON THE LINES PROVIDED; DO NOT WRITE ON THE BACK.

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Signature of Advisor ______________________________ Date ______________

Signature of Activities Director ______________________ Date ______________