Announcement Request Guidelines

Designate type of announcement:

Schoolwide or **Class-specific**
9th / 10th / 11th / 12th

✶ Schoolwide announcements will be **read over the intercom after the Pledge** and should have information about sports, clubs, schoolwide activities, etc.

Example: *The Civil Rights Team will meet on May 6th in Mrs. Watts' room.*

✶ Class-specific announcements will be **read during homeroom by the HR teacher**.and should have information solely intended for one class.

Example: *The 9th grade Student Council will meet Wednesday, April 26th in the Commons.*

Announcements guidelines:

1. Announcements should be a maximum of 3 lines in length.

2. Announcements should be emailed to Ms. Houghton (houghtong@link75.org) by the end of school prior to the first day the announcement is to be read/posted. Announcements will be for posted for up to three days.

3. Announcements should have **date of event,** not the words "today," "tomorrow," or "next week," as this causes confusion.

4. Announcements must be from a staff member, coach, or adult sponsor.

5. Announcements from students will not be accepted.