

Guidelines for Announcement Request

Type of Announcement
(Designate one)

School wide or **Class Designated**
9th / 10th / 11th / 12th

* School wide announcements will be read over the intercom after the pledge. School wide announcements should be information about sports, clubs, school wide activities and such.

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

* Class designated announcements will be **read during homeroom by the HR teacher**. Class designated announcements should be information solely intended for one class.

Example: The 9th grade student council will be meeting 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 Mrs. Nees (Neesk@link75.org) by the end of school prior to the first intended day the announcement is to be read/posted. Announcements will for posted for up to three days.
3. Announcements should have **date of event** not the word today, tomorrow or next week since this causes confusion.
4. Announcement must be from a staff member, coach or adult sponsor, announcements from students will not be accepted.