

# Daily announcement guidelines

Updated 10/26/09

1- Please specify whether your announcement is **school-wide** or **class-specific**.

- **School-wide** announcements are read over the intercom after the Pledge and should have information about sports, clubs, school-wide activities, etc.

*Example: The Civil Rights Team will meet on Thursday, May 6<sup>th</sup> at 2:30 in Room 126.*

- **Class-specific** announcements are read during homeroom by the advisory teacher and should have information intended for a specific class.

*Example: The 9th grade Student Council will meet on Wednesday, April 26th at 7:30 a.m. in the Commons.*

2- Announcements should be brief (roughly no longer than three lines of text).

3- Send announcements by e-mail to [mtaannouncements@link75.org](mailto:mtaannouncements@link75.org) by the end of school prior to the first day the announcement is to be read/posted. Announcements are generally posted for approximately three days.

4- Announcements should have **date of event**, not the words “today,” “tomorrow,” or “next week.”

5- Announcements must be from a staff member, coach, or adult sponsor. Any student wishing to post an announcement must ask a staff member/coach/sponsor to submit it on his/her behalf.