Announcement Form

To request a P.A. announcement, please follow this procedure:

1) Complete this form legibly and in its entirety.
2) Adult sponsors review and initial student requested announcements.
3) Place the completed form in the mailbox outside **Ms. Kouassi's** office.
   * *Morning announcements should be in the mailbox no later than **9:30 am**.*
   * *Afternoon announcements should be in the mailbox no later than **3:00 pm.***
   * *Un-initiated announcements will not be read.*
   * **Tip:** Be creative!!! If an announcement must run both AM and PM please submit variations so listeners won't tune out!!!·

Person requesting announcement:

Club/Organization: _____

Date(s) to read this announcement: _____ AM or PM *(circle one)*

Announcement to be read:

_____

_____

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Initials of Sponsor (as needed):-------

Approved: ------
Date:_____