

DAILY ANNOUNCEMENT FORM

JHS

Two ways to have your announcement read.

- Fill out the **ENTIRE** form and place in the announcement basket located in the main office by **2:10pm** the day **BEFORE** you want it read.
OR
- Fill out the **ENTIRE** form and email it to jhsannouncements@gmail.com by **5pm** the day **BEFORE** you want it read. **(We would prefer this option!)**



Name of Group:

Advisor:

Contact info for Advisor:

Person filling out form:

Advisor's Signature:

Announcement:

Days to be read:

(3 days MAX)