**C:\Documents and Settings\03277\Local Settings\Temporary Internet Files\Content.IE5\4U36VXNP\MC900359855[1].wmf**

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](mailto: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)**