**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 **2:10 p.m.** 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 **5 p.m.** 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:**

**Day(s) To Be Read:**

***(3 days MAX)***