



Miami Carol City Senior High School ANNOUNCEMENT Request Form

Club or Activity Requesting: _____ **Date of Request:** _____

Check which one applies:

Morning Announcement Begin Date _____

Afternoon Announcement End Date _____

Note: ALL Announcement Requests must be submitted to the Activities Director 48 hours in advance.

1. All school announcements should be of concern to the entire student body. If an announcement pertains to a select group, it should be submitted to the Activities Director for approval and then **POSTED**.
2. All school announcements should be submitted to the Activities Director no later than 8:00 a.m. daily. Announcements that are submitted after that time will be aired the next school day.
3. All announcements should be limited to 45-60 seconds and will be repeated no more than three consecutive days.
4. Club meetings or practices **WILL NOT** be announced after the last school day in September; however, cancellation of meetings or practices will be announced at any time.

TYPE OR PRINT IN THE SPACE BELOW; DO NOT WRITE ON THE BACK OF THIS SHEET.

Approved by the Activities Director

Approved by the Principal