

Windham Junior/Senior High School
Announcement Form



CIRCLE ONE (or both):

MORNING ANNOUNCEMENT AFTERNOON ANNOUNCEMENT

Organization: _____

Faculty Sponsor Signature _____

Dates to be Read: From _____ To _____

Guidelines:

- Announcements need to be given to Kathy Guthrie in the main office no later than 7:45 a. m. in order to be read the same day.
- Afternoon announcements must be submitted to Kathy Guthrie in the main office by 2:30 p.m.
- The announcement form will be available on the school website for your typing convenience; however, it **must be submitted as a hard copy.**

ANNOUNCEMENT (WRITE NEATLY!):

(Note: If you do not hear your announcement, please contact the office so we can address the issue.)