

Name of Event or Club: *please print*

Organizer of Event or President of Club: *please print*

Starting Date *to be shown*:

Last Date *to be shown*:

Student Signature: _____

Teacher Signature:

Additional Instructions:

Requirements:

All announcements from events or clubs to be posted on the bulletin board are required to run for more than two days.

All copy to be posted must be printed clearly on the right side of this copy form and handed in by noon so they can be posted the next day. We can't guarantee that all announcements will be up the next day.

Copy will not be posted if the form has not been filled out properly. All signatures must be present before the announcement will be posted.

PLEASE be brief and give the **facts only**. Make your copy interesting and/or amusing.

All Approvals:

Date Handed In:

Accepted By:

Identification Copy: (bold copy)

Informative Copy: (normal copy)