



Rankin County
School District

TRADITION OF EXCELLENCE

RANKIN COUNTY SCHOOL DISTRICT PUBLIC RELATIONS BOARD AGENDA REQUEST FORM

Please complete the following form in order to be recognized for a State or National Title at a Rankin County School District Board Meeting:

1. School Name: _____
2. Name of Team or Group: _____
3. Title for Which We are Recognizing: (Please make sure this is the exact title as this will be printed on their certificates).

4. Names of any coaches, sponsors or teachers and their titles who will be in attendance:

5. Please list any additional adults outside of the school who will be in attendance with your group and part of your recognition. (example: if you have someone from MDE coming to be recognized).

6. Please give a brief description of the Award or Title won and any additional information we may need in order to introduce the group to the Board members:

7. Please list the names of each student on the team / group. Please make sure to list any managers etc. (This is what we will use to print their certificate with so make sure this is the name they wish to be called)

Please complete the recognition request form no later than the last Monday of the month prior to the meeting that you are requesting recognition.

The regular session meets at 7:30 a.m. on the 2nd Wednesday of every month. Students are to arrive no later than 7:25 a.m. For larger groups, room 101 and 102 will be reserved to hold students until their group is ready to be called.

Please call Sharon Patrick at 825-5590, ext. 1009 for the exact date and time plus any questions you might have.