

**Announcement Request Form
for
Non-Curricular Related Announcement**

School Name _____

Name of Organization _____

Date of Event _____

Time of Event _____

Location of Event _____

Purpose of Event _____

Principal's Signature _____

Non-curricular announcements will conform to the following format: 15 seconds in length limited to name of organization, date/time/location of event or meeting and one sentence explaining the nature and content of the event or meeting. The content of such announcements will not be in conflict with policy KHC in any aspect.

Issued: July 16, 1996
Revised: January 10, 2006
Revised and recoded: June 25, 2013