

## *Public Service Announcement*

**Directions:** Complete this form in its entirety. You can bring the form back to the Administration Building, 243 S. Front Street, or fax it to the superintendent at 269.782.4418.

NAME OF ORGANIZATION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE (daytime): \_\_\_\_\_

IS THE ORGANIZATION REQUESTING THIS ANNOUNCEMENT A NON-PROFIT ORGANIZATION AND DOES IT HAVE 501(c)3 STATUS?

[ YES ] [ NO ]

*\*\*\* IF YOU HAVE NOT REQUESTED A PSA PRIOR TO TODAY, PLEASE INCLUDE A SHORT SUMMARY EXPLAINING THE FUNCTION OF YOUR ORGANIZATION \*\*\**

REQUESTED DATE (FRIDAYS ONLY) FOR PUBLISHING: \_\_\_\_\_  
(a minimum of one week's advance notice is required)

WILL YOU PROVIDE FLYERS WITH THIS ANNOUNCEMENT? [ YES ] [ NO ]

*Note: Due to time and budget constraints, building administrators cannot provide copies for distribution to each student. Handouts must be provided for by the organization.*

HAVE YOU MADE ARRANGEMENTS TO DELIVER TO EACH BUILDING? [ YES ] [ NO ]

WRITE/TYPE YOUR ANNOUNCEMENT BELOW OR ATTACH A SAMPLE. ANNOUNCEMENT WILL BE FAXED TO ALL BUILDINGS. EACH BUILDING RESERVES THE RIGHT TO EDIT OR OMIT AN ANNOUNCEMENT FROM THEIR PUBLICATION.

## Procedure for Submitting Public Service Announcements And Distribution of Flyers

Throughout each school year we receive numerous Public Service Announcement requests. Most often these requests come in three forms:

1. Public address announcements in buildings
2. Placing a notice in the building newsletters
3. Distributing flyers to students

We are interested in supporting community organizations, particularly those which directly affect our youth. However, the number of requests we receive does not allow our staff enough time to accommodate each organization and still meet their primary objective of serving the needs of the students and teachers. As a result, it has become necessary to develop the following procedures:

### Public Address Announcements in Buildings

Such announcements and the procedures for making them will be at the discretion of the building principal.

### Building Newsletters

Organizations must prepare a short paragraph detailing only the pertinent information they wish the students and parents to have. The paragraph must be submitted to the Administration Building, 243 S. Front Street, or faxed to (269) 782-4418, a minimum of one week in advance of the requested publishing date and obtaining proper approval. (Building secretaries cannot publish information without authorization from the superintendent.)

Once the paragraph is approved by the superintendent (or his designee) the information will be distributed to the buildings. The primary purpose of building newsletters is to inform parents of building events and educational activities. Every attempt will be made to publish the information as provided, however, in some instances it may be necessary to edit or omit certain information. Each building principal determines this at their discretion.

### Informational Flyers

Informational flyers will only be distributed to students if copies are provided for by the organization. Due to time and budget constraints, the building administrators will not provide this service.

*We will do our best to accommodate your request; however, we appreciate your cooperation in following the above procedures so that our staff can spend their time on what they do best—educating our students.  
Thank You.*