

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. In addition, we need a Spanish version of your flyer.

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 make copies for distribution to students. 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.