

Falls/Lenox Announcement Board

Date Submitted _____

Date Received _____

Dates to appear on board _____ (one week maximum)

Exact message to be placed on board (maximum of 24 letters per line, including spaces)

Submitted by _____

Building Principal signature _____

For Office use	
Approved	_____
Rejected	_____
Date on	_____
Date off	_____

Guidelines

In attempting to provide the community with better communication regarding school sponsored student-related events, school sponsored events, and non-school sponsored student related events, the following guidelines are submitted:

The announcements will be placed on the board as follows:

1. The announcement board will feature events in the following order of priority:
 - a. School sponsored student-related events.
 - b. School sponsored events.
 - c. Non-school sponsored student related events.

2. Information shall be posted as follows:
 - a. As submitted on both sides if space permits and letters permit
 - b. With wording adjusted to accommodate space and /or letters available on both sides.
 - c. As submitted on one side if space does not permit and /or not enough letters.
 - d. With wording adjusted on one side if space does not permit and/or not enough letters.

3. Information should be submitted on Tuesday of the week prior to being placed on the board. There is a one-week maximum on information staying on the board.

4. Information will be removed the first school day following the event.

5. When submitting several events, please indicate the preference or priority for posting.

6. The board will feature "special events" as opposed to on-going or regularly scheduled events.