

ANNOUNCEMENT APPROVAL FORM

Announcement for: (Circle) Teachers Students Today's Date: _____

- All announcements must have teacher/sponsor signed approval.
- All announcements are subject to editing as necessary.
- DEADLINE: 2:00pm on the day before the announcement is to appear.
- **Email Option (preferred) – send to celawson@charleston.k12.il.us**

Day(s) Announcement is to appear: M T W TH F (maximum of 3)

Organization/Individual Submitting Announcement: _____

Teacher/Sponsor Approval: _____

ANNOUNCEMENT APPROVAL FORM

Announcement for: (Circle) Teachers Students Today's Date: _____

- All announcements must have teacher/sponsor signed approval.
- All announcements are subject to editing as necessary.
- DEADLINE: 2:00pm on the day before the announcement is to appear.
- **Email Option (preferred) – send to celawson@charleston.k12.il.us**

Day(s) Announcement is to appear: M T W TH F (maximum of 3)

Organization/Individual Submitting Announcement: _____

Teacher/Sponsor Approval: _____