



DAILY ANNOUNCEMENT REQUEST



This request form is due no later than 9:00 AM.

Announcements submitted after 9:00 AM will be processed the following day (if still relevant).

Please deliver this form directly to the Office of Student Affairs. Do not leave it in a mailbox or at the front desk. You may also email your request directly to the *Good Morning, Merion!* staff at gmm@merion-mercy.com.

Daily announcements will be e-mailed to the faculty and staff; they will be printed and hung on bulletin boards; they will be published on the MMA website; they will be read aloud on *Good Morning, Merion!* at homeroom (time permitting); and they will be added to the scrolling PowerPoint slideshow on TV.

Please provide the following info...

DATE(S) FOR ANNOUNCEMENT: _____

TO THE ATTENTION OF: _____

TEXT OF ANNOUNCEMENT:

FACULTY/STAFF SIGNATURE: _____

Speak with the Asst. Head of School for Student Affairs to understand the policy regarding exceptional circumstances for the reading of an announcement over the PA system at prayers.

- Approval granted for reading aloud on the PA system _____

Signature of Assistant Head of School for Student Affairs is required!!!