

ANNOUNCEMENT REQUEST FORM

Requested Date(s) for Announcement: _____

Type of Announcement:

- Pulpit Announcement
 ➤ [Email Monthly Bulletin requests to Sandra Galicia at sgalicia@stfran.org](mailto:sgalicia@stfran.org)

<p>MAKE THE FOLLOWING ANNOUNCEMENT (or attach flyer, brochure, etc.)</p>
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Requested By: _____

Phone No. _____ **Date Submitted:** _____

<p>(All requests MUST be submitted by Wednesday evening prior to the requested Announcement Date)</p>

Approved by: _____ **Date:** _____
 (Administrator or Supervisor)