

## ANNOUNCEMENT REQUEST FORM

Requested Date(s) for Announcement: \_\_\_\_\_

Type of Announcement:

- Pulpit Announcement  
➤ [Email Monthly Bulletin requests to Carleigh Hashim at chashim@stfran.org](mailto:chashim@stfran.org)

**MAKE THE FOLLOWING ANNOUNCEMENT**  
(or attach flyer, brochure, etc.)

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Requested By: \_\_\_\_\_

Phone No. \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Administrator or Supervisor)