

GUIDELINES FOR SUBMITTING ANNOUNCEMENTS AND RESULTS

- ❖ Announcements are read every day at the beginning of assembly or homeroom. Results and recognitions of accomplishments will be read on Mondays, Wednesdays, and Fridays. The Director of Student Activities is responsible for organizing and posting daily announcements and results.
- ❖ Announcements and/or results should be emailed to **announcements@jesuitnola.org** by 3:30 p.m. (or 30 minutes after dismissal on special order or exam days) on the school day before the announcement is to be made. It is best to submit announcements several days in advance.
- ❖ In the “Subject” heading for announcements write the date(s) you want your announcement to be read. For example, “Tuesday, 8/23,” or “Tuesday, August 23.” Announcements for student meetings can run in most cases the day before and the day of the meeting.
- ❖ The format for announcing meetings is as follows: **club name, day, time, and place**. For example, “The General Student Council will meet tomorrow during the first half of lunch in Room 115.” Be sure to capitalize the “R” in Room as well as the name of the club. Write the announcement the way you want it read on the day it runs. You should also put “today” or “tomorrow” in place of the actual day the meeting will be held.
- ❖ Announcements should be brief and precise. Include only pertinent information. Carefully consider the wording of the announcement for clarity and precision. Write in complete sentences and do not use abbrev, ALL CAPITALS, **boldface**, *italics*, or underlining. Announcements may not be read on time if they fail to fit these guidelines.
- ❖ General announcements that pertain only to one grade level should be submitted for Tuesdays and Thursdays if possible. Announcements on Mondays and Fridays may be edited/limited due to time constraints. Note that student organizations do not have “*mandatory*” meetings.
- ❖ Announcements are only posted daily on Jesuit’s website. They should be accessed from the website to read on Tuesdays and Thursdays.
- ❖ Moderators/coaches can designate one student for each club/team to submit announcements and results. Those students should be sent to the Director of Student Activities for instruction.
- ❖ Results should recognize the accomplishments and success of teams, organizations, and clubs. Individual recognition of students is encouraged. Results should be concise and informative.
- ❖ Results should be e-mailed to **announcements@jesuitnola.org** as soon as possible after the event and will generally be recognized the next time results are read. The deadline to submit results is 3:15pm the day before they are to be read.
- ❖ In the “Subject” heading for results write, “Results for Monday/Wednesday/Friday.”

Sample Announcement:

From: orillion@jesuitnola.org

To: announcements@jesuitnola.org

Subject: Thursday, 8/21 & Friday, 8/22

Body: The General Student Council will meet tomorrow during the second half of lunch in room 329.

Sample Result:

From: orillion@jesuitnola.org

To: announcements@jesuitnola.org

Subject: Results for Friday - Baseball

Body: On Tuesday, the varsity baseball team defeated Rummel 3-0. Ignatius Loyola was the winning pitcher. Loyola gave up only 3 hits and struck out five. Francis Xavier came in to pitch the 7th inning for his second save of the season. Peter Canisius led the Jays with two hits. Congratulations.