



PROVISO WEST HIGH SCHOOL
District 209
Hillside, IL 60162

DAILY BULLETIN

FACULTY BULLETIN _____

STUDENT BULLETIN _____

Date and day to be included _____

Topic _____

Please make sure that announcements are printed neatly and GRAMMATICALLY correct.
The following information must be included:

- Name of Organization
- Where event will take place
- Date and time of event
- Description of event

Completed announcement forms must be brought to the Office of Student Life (C217) only.
All announcements must be turned in 48 HOURS prior to the date the notice is to be published.
Only sponsored signed bulletin announcements will be published. Please keep announcements brief. Announcements will not be repeated more than twice a week.

Student Activities Director Signature

Faculty Signature