



## **A Guide to Announcements**

Announcements can become a great tool for getting the word out about a project or goal. Keep in mind that not everyone listens to certain kinds of announcements, so we highly recommend taking the time to be creative and purposeful with your statements because it can make all the difference.

### **Announcements in Class**

Making announcements at the beginning of your classes can be an incredibly helpful tool for getting the word out. Make sure to ask your teacher ahead of time, and try to keep your announcement relatively brief.

This style can be valuable because it is much more engaging than announcements over the loudspeakers. If you can, begin your statement with the reason why you're leading the project or something unique to your cause. A short story or personal commitment is a great way to engage a class and is much more memorable. Then make sure to explain the details of your project (ie. Who? What? Where? When?) and offer up some time for any questions that students might have.

Your voice and passion for the project can really shine through in this style of announcement, and this is a wonderful opportunity to share your goal with your peers.

### **Morning Announcements**

Morning announcements may differ from day-to-day or from school to school, so make sure to check in with your teachers or secretaries about how to run a morning announcement for your project.

Often these need to be pre-approved and we recommend giving 2-3 days notice to the secretaries before you want the announcement to be read. These announcements should be brief and should touch on the core parts of your project. Make sure to include the details of your project (ie. Who? What? Where? When? Why?) and offer a way for people to contact you with any questions. Whether this is providing the name of a person to contact or a club/group that people could reach out to.