



WRITING SCHOOL ANNOUNCEMENTS

1. Start with a friendly greeting.

Use a positive tone, share your name and name the audience you are speaking to.

2. Name the activity you want them to know about. Include essential details and instructions.

Be sure to include:

- Name and purpose of the activity/event you're there to talk about.
- Who can participate.
- Where and when it will happen.
- What they'll do to participate.

3. Close with excitement and encouragement.

End with a positive, motivating statement about their involvement.

Example announcements

For a Builders Club Week activity:

"Good morning, students and staff! I am Christine, president of Fishers Middle School Builders Club. We're excited to continue celebrating Builders Club Week today. Today's theme is Kudos to the Helpers. We created a Gratitude Wall in the lunchroom and our members added notes to people they are thanking for supporting our club. You're invited to participate! During lunch periods today, our members will hand out Post-it notes and markers. Write a message about who you're grateful for on a note and place your note on the wall of gratitude. We hope to see you there!"

For a service activity (a canned food drive):

"Good morning, students and staff! I'm Kelsey, the secretary of Fisher Middle School Builders Club. You're invited to participate in next week's Builders Club canned food drive that will happen [*list dates the drive will be held*]. All collected food will go to the Northside Food Pantry. Boxes with grade level numbers will be placed in the hallways. Please drop your donations in the boxes for your grade level.

Builders Club members will count the contents of each bin daily to keep track of donations from each grade. The grade with the most donations will be invited to a pizza party on [*list the date*]. Our goal is to collect 75 to 100 cans of food from each grade. Listen to next week's morning announcements for updates about who is leading in donations. Thank you for helping us feed people in need in our community!"