

# REQUEST FOR READERBOARD or DISTRICT FACEBOOK ADVERTISEMENT and WEBSITE UPDATE

Check All Applicable Boxes

**Future Event.** Promote via  Campus Readerboard and/or  Facebook - send photo or flyer to Barb Carr – [bcarr@vernoniak12.org](mailto:bcarr@vernoniak12.org) Photos / flyers always draw more views on FB. **Submit at least one week prior to event.** Please fill out details below.

Facebook: General rule is to not post to FB more than once a day to avoid posts getting buried in the feed. For post scheduling, the more notice the better.

Readerboard: There is very limited space. Be very brief – event name, date, time, location only.

**Event Has Already Taken Place.** This would be for Facebook only. This is your opportunity to give a SHOUT OUT to the amazing things you are accomplishing with our students such as a special classroom activity, student artwork, an afterschool program, or athlete recognition. The possibilities are endless for shout outs! Please provide details about the event/shout out (fill out below) and identify all students in photos\* (send photos to Barb via email). Parents love to see their students recognized. They will share our posts which generates more positive promotion of VSD.

**Website.** Please send updates to Barb Carr via email.

**Event Date:** \_\_\_\_\_

**Message:** \_\_\_\_\_

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Staff Member Name: \_\_\_\_\_

Date or Request: \_\_\_\_\_

\* We have parents that request their student(s) not be photographed. For a list of these students please email Stacy Adams in the school office. – [sadams@vernoniak12.org](mailto:sadams@vernoniak12.org)

**Submit this form to the District Office**