

The Catholic Daily

(Formerly known as Daily Announcements)

Policies and Procedures 2020-21 School Year

1. **Deadline for a submission** for *The Catholic Daily* is 1:00 PM for the next day's announcements.
 - a. Submissions will be posted once and then added to the school website or calendar, when appropriate.
 - b. Submissions are to be send to catholicdaily@cchsemail.org
 - c. Submissions can be accepted ahead of time. Please note the date to include in The Catholic Daily.

2. **All submissions must be in an announcement form** The following guidelines must be used:
 - a. Announcement must be complete, accurate and approved by an administrator.
 - b. The announcement should be in a uniform font, size 14.
 - c. Submissions should include the name and email of the submitter, which will be included at the end of the announcement submitted. All questions will be directed to the submitter's email.
 - d. No flyers will be included. Flyers should first be posted on the affiliate page or appropriate section of the CCHS website. Please allow time to first have the page posted, and then include the working link in the body of the announcement submission.
 - e. Incomplete announcements, or those not meeting above requirements will not be included. CCHS staff will not write any announcements nor track down information for the submitter.

3. **Approved Submitters to The Catholic Daily**
 - a. CCHS administrators, teachers, and staff.
 - b. One designated person in each auxiliary group. The person designated will be the ONLY person we will accept a submission from.
 - c. Announcements received from outside the immediate CCHS community must be approved by the principal.

4. *The Catholic Daily* will be sent to parents and students by mid-morning each school day.