

Advisory Announcement Protocol

In order to minimize disruption to Advisory classes when making announcements, please observe the following protocol:

Announcers:

- Receive permission from a sponsoring staff member before making announcements.
- Only make the same announcement once a week.
- Have full, concise, and accurate information.
- Be aware of interrupting an Advisory engaged in a group activity; Demonstrate courtesy.
- Receive permission from the Advisor before beginning your announcement.
- When possible, make announcements during the last ten minutes of class

Advisees/Advisors:

- Demonstrate respectful and active listening.
- Refrain from making a large production when someone comes in the classroom to make an announcement.
- Request announcers to come back at another specified time if necessary.