



HDS WEBSITE/NEWS SUBMISSION REQUEST

Submitted by:

Date:

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Name & Date of event/news item

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Brief Description

Estimated number of HDS students involved/grades, if applicable:

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Estimated number of volunteers involved, if applicable:

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Estimated number of teachers involved, if applicable:

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Will you have photos:

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Please submit at least five business days prior to event to kmyers@hancockdayschool.org or leave at HDS school office, attention Kim Myers.