

Request to Share Information

This form must be used to promote a celebration of an individual retiree or employee leaving the district along with other celebrations (personal milestones, baby, wedding, etc.). Here are guidelines for communicating about celebrations across the district.

- District email cannot be used to inform people of retirement and/or personal celebrations.
- Celebrations should be held during non-work hours only.

Date: _____

Contact Person: _____

Email Address: _____

Work Location: _____

Phone Number: _____

Date of event: _____ Time of event: _____

Location of event
(include address): _____

Person being recognized: _____

Reason for recognition: _____

Supervisor signature: _____

Community Relations approval: _____