



# Tip Sheet

for calendar and news events

This form is available for the district to keep the media informed of newsworthy events at our schools. Additionally, if you have an idea for a feature story, we'd like to hear about that too.

- Items submitted will be passed along to the news media and will be considered for inclusion in the district's on line event calendar <http://bvsd.org/calendar/Pages/default.aspx> .
- Please submit Items about future events **at least two weeks** in advance of the event to be included in the weekly Tip Sheet. We send the Tip Sheet to news media every Thursday.
- Items that recognize people for awards or announcements (students, staff, visitors or volunteers) can be submitted immediately after an event.
- **Please e mail** the Tip Sheet by clicking the Submit by E mail **button**. To get a Word document of this Tip Sheet form e mailed to you, just send us an e mail, [communications@bvsd.org](mailto:communications@bvsd.org) or call 303-245-5824.
- If you don't have e mail, then fax the Tip Sheet to 303.245.5830 and **call the Communications Division** to ensure we've received the fax.

## Contact Information

Person sending information: \_\_\_\_\_

Person's title: \_\_\_\_\_

Person's phone number: \_\_\_\_\_

## News Item

Building name and Address: \_\_\_\_\_

\_\_\_\_\_

Who: \_\_\_\_\_

\_\_\_\_\_

What: \_\_\_\_\_

\_\_\_\_\_

When (day, date, time AM/PM): \_\_\_\_\_

Where: \_\_\_\_\_

Why: \_\_\_\_\_

**Note regarding use of student names:** Boulder Valley School District may, at its discretion, release "directory information" which includes, but is not limited to, student name, birth date, parent name, school and extra curricular activities, honors, awards and competition results. If parents or eligible students (ages 18 and older) do not consent to the publication of such information, they must submit a written request to withhold directory information to the school where the student is enrolled at the beginning of each school year at least 20 days in advance of disclosure.

I have verified that the school district may release information about the student(s) listed above. The Communications Division will not publish information about students unless this box is checked.

Please e-mail to:  
Lisa Collins, Communications Division  
[lisa.collins@bvsd.org](mailto:lisa.collins@bvsd.org)  
Phone: 303-245-5824 Fax: 303-245-5830