



# Herod PTO

Gary L. Herod  
Parent Teacher Organization  
5627 Jason St., Houston TX 77096  
www.herodpto.org

## Herod Marquee Birthday Announcement Request Form

**PLEASE RETURN YOUR FORM WITH PAYMENT  
A MINIMUM OF ONE WEEK BEFORE THE BIRTHDAY  
SO IT CAN BE POSTED ON TIME**

Child name: \_\_\_\_\_  
*(as it is to appear on the marquee – please print)*  
Birthday: \_\_\_\_\_ *(mm/dd)*  
Grade level: \_\_\_\_\_ Homeroom teacher: \_\_\_\_\_

Parent name: \_\_\_\_\_  
Parent email: \_\_\_\_\_  
Parent phone: \_\_\_\_\_

Marquee birthday announcements cost \$25 per child per birthday.

Form of payment (check one):

Check no.: \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Cash in the amount of \$ \_\_\_\_\_

Date form and payment submitted: \_\_\_\_\_ *(mm/dd/yyyy)*

Please place this form and your payment (check or cash) in a sealed envelope in the lockbox located in the Herod PTO office near the front desk.

By submitting this form and payment, the parent agrees to the attached policies.

**For PTO use**

Date request received: \_\_\_\_\_ Dates announcement displayed: \_\_\_\_\_ to \_\_\_\_\_



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## **Policies for Herod Marquee Birthday Announcements**

### **Availability**

Marquee birthday announcements are available for purchase only by Herod parents for their Herod students. Birthday announcements will begin the first week of classes in August and will continue through the last week of classes in May. If your child's birthday falls on a weekend or holiday, the birthday announcement will normally be displayed the week prior to his or her birthday. Multiple birthday announcements may be displayed on the same day. A limited number of birthday announcements are available for summer birthdays and will be displayed during the last week of classes in May.

### **Announcement Duration**

Birthday announcements will be displayed for approximately one week. The length of the announcement may vary depending upon the number of scheduled birthday announcements, the need to display Herod or HISD announcements, and holidays. Every effort will be made to ensure that your child's birthday announcement is displayed in a timely manner. If your child's name does not appear on the marquee by his or her birthday, please contact the PTO treasurer at [treasurer@herodpto.org](mailto:treasurer@herodpto.org) immediately.

### **Cost and Payment**

Marquee birthday announcements cost \$25 per child per birthday. Payment must be received prior to the message being displayed.

Birthday announcements may be purchased throughout the school year. A completed Marquee Birthday Announcement Request Form and payment may be placed in a sealed envelope in the lockbox located in the Herod PTO office near the front desk. Please submit the form and payment **at least 1 week prior** to your child's birthday.

Marquee birthday announcement funds go entirely toward the PTO general fund.

### **Late Requests**

The PTO reserves the right to display a birthday announcement *after* a child's birthday in the following situations: the request form or payment is not received at least 1 week prior to the date requested, the request form is incomplete or inaccurate, there is a need for Herod or HISD announcements to be prominently displayed, or a temporary marquee malfunction. If extraordinary circumstances prevent your child's birthday announcement from being displayed on the marquee, you may contact the Herod PTO to request a refund.