



Approved by: \_\_\_\_\_

Board signature: \_\_\_\_\_

Requested by: \_\_\_\_\_

Your contact no.: \_\_\_\_\_

Request Date: _____
Due Date: _____

### **“The Voice” Administrative Request Form**

Please make a selection below and attach any additional information to the form for approval.

- |  |  |
|--|--|
| <input type="checkbox"/> Verbal (by announcing clerk)                  | <input type="checkbox"/> Visual (for Monitors) the week of (Date: _____)     |
| <input type="checkbox"/> Verbal (by a representative of your ministry) | <input type="checkbox"/> Other administrative requests (list details below). |

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***IMPORTANT! Please note:***

All announcements must be submitted latest by 12:00 p.m. on Monday. Allow at least 10 working days prior to the date your request is due. Please fill out a request form (hard copy obtainable from “***The Voice***” office). If you have further questions, please contact “***The Voice***” office at 512-238-8271.

***Mission***

*“To impact, empower and enrich the community by providing a variety of social programs that will enhance the quality of life and revive the family connection.”*

***Vision***

*“Our vision is to see a reconnection of the family through the improved lives of our children.”*