York Catholic Middle School & High School

Media Policy

1. All press releases and media announcements/invitations for coverage pertaining to York Catholic Middle School and High School must be submitted to the Communications Director for approval and release. This includes parish bulletin announcements. Information submitted should include the what, when, where of the event and any other pertinent information.

2. Any contact with the media on behalf of YCMS or YCHS, a student, student group or fundraising activity must be cleared first by the Communications Director, then approved by the President. All visiting media must sign in through the main office and then will be escorted to the meeting point.

3. Only the President is recognized as the official spokesperson for York Catholic Middle & High School.

Press Release/Media Coverage Request

Organization Name/Student Group _____

Name of person supplying information _____

Contact number or email _____

Press release requested: yes _____ no _____

On-site media coverage requested: yes _____ no _____

Date and time _____

Information for press release - please include date, time, place, contact information, and all details:

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Please submit completed form to the Communications Director
at least 2 weeks prior to the event