



KYAMATE Secondary School

Article Submission Form

Dear Contributor,

We are excited to build the Kyamate Secondary School website (kyamatess.com) and invite you to contribute articles to showcase our school's vibrant community, achievements, and events. Whether you are a student, staff member, alumnus, or parent, your stories can enrich our website. Please complete this form to submit your article and any related media. Submit the form and any materials to the ICT Department or Mr. Chris Kamusiime (+256784004-681).

Instructions:

- Provide accurate and appropriate content that reflects the school's values (e.g., Integrity, Excellence, Discipline).
- Articles should be clear, engaging, and relevant to the school community (e.g., news, events, student life, academic achievements).
- Ensure any media (e.g., photos) is appropriate and includes permission from individuals featured.
- Physical submissions can be dropped at the ICT Department; digital submissions can be sent via email or USB drive.
- For assistance, contact the ICT Department.
- You may use an extra sheet of paper in case the writing doesn't fit in the space provided – remember to reference it!

Contributor Information

1. Full Name: _____
2. Role/Relationship to School (e.g., Student, Teacher, Alumnus, Parent):

3. If a student, Class/Year (e.g., S.1, S.4, A-Level): _____
4. Contact Number (if available): _____
5. Email Address (if available): _____

Article Details

6. Article Title: _____

7. Category (Check one or specify):

- ☐ School News (e.g., recent events, announcements)
- ☐ Student Life (e.g., clubs, sports, cultural activities)
- ☐ Academic Achievements (e.g., exam results, competitions)
- ☐ Alumni Stories (e.g., notable alumni contributions)
- ☐ Other (specify: _____)

8. Purpose of the Article (e.g., "To highlight the 2024 Sports Day"):

9. Article Content (Attach **the full article text on a separate sheet or digital file**.

Provide a brief summary here, max 100 words):

10. Word Count of Full Article: _____

11. Intended Audience (e.g., Students, Parents, Alumni, General Public):

Media Submission (Optional)

12. Are you submitting photos or videos to accompany the article? ☐ Yes ☐ No

If yes, describe the media (e.g., "Photos of Sports Day event"):

13. Event/Activity Depicted in Media (if applicable): _____

14. Date and Location of Event (if known, e.g., "March 2024, School Sports Field"):

15. Individuals Featured in Media (if any, list names and roles, e.g., "Jane Doe, football captain"):

16. Have you obtained permission from individuals featured? ☐ Yes ☐ No

If no, please explain: _____

17. Submission Method for Media (Check one):

- ☐ Physical copies (e.g., printed photos) to ICT Department
- ☐ Digital files via email to ckamusiime2@gmail.com
- ☐ Digital files via USB drive to ICT Department

☐ Other (specify: _____)

18. If submitting digital files, list file names (if known):

Suggestions

19. Do you have suggestions for how your article should be featured on the website?
(e.g., homepage news, student blog section)

Declaration:

I confirm that the article and any media provided are original, accurate, and appropriate for use on the Kyamate Secondary School website. I grant permission for the school to edit and publish the content as needed.

Signature: _____ Date: _____

Thank you for contributing to our school's story!

For Office Use Only:

Received by: _____ Date: _____

Verified by: _____ Department: _____

Content Approved: ☐ Yes ☐ No Reason (if not approved): _____

Media Approved: ☐ Yes ☐ No Reason (if not approved): _____