**Your group’s news is good news!**

Volunteer efforts, fund raisers, charitable programs, special projects, guest speakers, filed trips, and academic awards all make great copy for our student publications.

Does your class or group have plans for a special event or learning activity? If possible tell us two weeks in advance so that we can be sure to have a reporter and photographer in attendance. We will make every effort to provide you with the best coverage possible.

Please fill out the form below and return it to the journalism teacher. As soon as we receive the form, we will notify you about the story. Thank you for your continued support of the student publication program.

**Who?**

 Teachers name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours: \_\_\_\_\_\_\_\_\_ room number: \_\_\_\_\_\_\_

**What?**

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class participating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group sponsoring: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When?**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ exact time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where?**

 Place:

Special directions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why?**

 Explain why the class/group has planned the activity and what will happen as a result of it:

**How?**

Des Describe special details that make this event significant, including how it was planned and how the

students will benefit from it.

Ot **Other information.**

Pl Please give other pertinent information on the other side of this sheet.

 T Thank you for your assistance.