

NATIONAL UPDATE REPORT FORM

THIS FORM CAN BE SUBMITTED BY ANY SONS MEMBER, SQUADRON OR DETACHMENT ON ANY STORY OR ARTICLE THAT COULD BE RECOMMENDED IN THE NATIONAL UPDATE.

Reporter's Name: _____ **Date:** _____

Telephone : _____ **Squadron No.** _____

DETACHMENT OF NEW YORK

Summary of Story Suggestion: _____

Who or what is the story about? Include individuals, group, Squadrons involved. Check for correct spelling of first and last names and titles: _____

When did or will the event take place? _____

Where? _____

Why will readers be interested in this story? _____

What additional information is important to the story? _____

Who can be contacted for additional information and/or quotes? _____

(Signature)

(Print Name)

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- A. The use of this form is not mandatory. It is a suggested guide to assist any SONS member in lieu of composing a letter.
- B. Please print or write legibly.
- C. Include a home or work telephone number, if available.
- D. **DO NOT** cut articles from local newspapers as it violates copyright laws. Use this form, your handwritten letter, and your own photographs, if they are available. **CAUTION: PHOTOGRAPHS MUST BE YOUR OWN!!!**
- E. REMEMBER – you do not need to be an editor or journalist to submit an article for the Newsletter.
- F. Use additional plain paper, if necessary.
- G. Mail your report to:

EDITOR
SONS NATIONAL UPDATE NEWSLETTER
P.O. BOX 1055
INDIANAPOLIS, IN 46206

OR

- H. Fax your report to:

NATIONAL ADJUTANT
SONS OF THE AMERICAN LEGION
FAX NO. (317) 630-1413

- I. Please send a copy of your submission to the Detachment Public Relations Chairman (see Directory).