# **News Report Template**

***The document will grow as you add more words***

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| **Sent from** | Name  | Email |
| **Title of article** |  |
| **Author name** |  |
| **Club name** |  | **District number** (indicate if non-district club) |  |
| **Date(s) of activity** |  |
| **Text**Describe your activity with:* Who?
* Where?
* When?
* Why?
 |  |
| **Photos**For each photo make sure they are saved as a name. Please include names of people in the photo and provide a brief description of the context of the photo. | **Photo name** | **Caption for photo** | **Photographer name** |
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Save this document as a Word document and email with jpg photos attached to ***becks2bz@yahoo.com***