# **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***](mailto:becks2bz@yahoo.com)