



Girl Scouts of the Calumet Council Service Unit and Troop News/Photo

I. Submitting Service Unit/Troop News

We are very excited to hear your news and share it with the communities. There are certain guidelines to follow to make the task easier for both of us.

Whether you are submitting your news for the newsletter, website, or outside media, you will need to complete the Press Release form on the back of this page. This form is used to submit articles for advertising events and/or sharing news of past events. You can access this form on the website, <http://gscalumet.org/PressReleaseForm.htm>, and submit it or print a hard copy.

II. Submitting Photos

Photos tell the story and we encourage you to include them with your news. There are several ways to submit a photo.

- ❖ Attach a hard copy to the Press Release form
- ❖ E-mail the photo to onmyhonor@gscalumet.org
- ❖ Submit the photo on a disk
(preferred formats are tif or jpg. No more than 300 dpi.)

Please keep in mind that closer shots with fewer people will print better in publications.

Make sure to list the names of the girls/adults in the photos (preferably left to right as you look at the photo) as well as the Service Unit, Troop #, and Troop Level.

We will make every attempt to return your photo to you. **However, we cannot guarantee the return.**

Submit press releases/photos to the Service Center.

2906 Highway Ave. Highland, IN 46322 or onmyhonor@gscalumet.org

PLEASE DO NOT SUBMIT ARTICLES OR PHOTOS TO OUTSIDE NEWSPAPERS (TIMES, POST-TRIBUNE, CALUMET PRESS, ETC)

Articles and photos need to be approved for content and restrictions before they are published.

#497
7.03



Girl Scouts of the Calumet Council Press Release Form

Your Name _____ **Phone Number** _____
(For verification purposes, not for publication.)

Your News (Fill out all lines that pertain to your news-**please print or type.**)

Who (name of event) _____

What _____

When (date and times) _____

Where (full street address, with city) _____

Why _____

How _____

Details (cost, deadline, sponsor, etc.) _____

Phone Number Readers can call for more info (must have) _____

I would encourage you to include photos. Please note all individuals in the photo must be identified by first and last names. You **WILL NOT** receive the photo back. Photos with fewer people are preferred over large group shots.

Mail to: Girl Scouts of the Calumet Council
2906 Highway Avenue
Highland, IN 46322

or fax (219) 923-6832

Forms must be received three weeks prior to the event

(Completion of form does not guarantee press coverage)