



Local Girl Scout News Story Submission



Complete form to submit future or past events to council communications director to pass along to local and state media or council newsletter. If event is in the future, please submit form to communications director at least two weeks in advance. Please be as descriptive as possible so that a press release can be written from the information given. Please attach quality pictures of the event if it has already occurred.

Service Unit: _____ Troop(s): _____

City: _____ State: _____

Is this event upcoming or past?: _____ Event Date: _____

Event Location: _____

Event Address: _____ City: _____ State: _____

Please list the purpose of the event: _____

Please list the activities that will occur or did occur: _____

How many girls will be in attendance or attended?: _____

Any special guests?: _____

Papers are more likely to print a press release with quotes. If the event has already occurred, please ask a Girl Scout what she thought of the event or why it was important. Please ask a leader or the person/organization that benefited from the event the same question and record their responses: _____

If pictures are attached, list names of girls pictured on back or separate document.

Upon completion please email to: kthornton@girlscoutsdiamonds.org or mail to 615 West 29th Street, North Little Rock, AR 72114. Questions? Call Kendall at 501-758-1020/800-632-6894, Ext 6242