**News You Can Use (NYCU) Template**

To submit a story to NYCU, please fill out this document and email it to **Mance\_D@heritage.edu** AND **studentlife@heritage.edu**

You can also request social media coverage of your recent news.

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| **Headline/Title**  *Summarize the story in one brief phrase or title.* |  |
| **Lead**  *The first few sentences of the story should answer: Who, What, When, Where, Why* |  |
| **Body**   * *Provide more details.* * *You can include an informative, interesting, or important quote. (Be sure to say who said it and in what context.)* |  |
| **The Tail**  *Explain history, background, and bigger picture of the story.* |  |
| **Contact Information**  *For questions or to find out more information.* | Name:  Organization:  Email:  Phone Number: |
| **Photograph** | *Please attach a photo to your email submission so that David can include this in his story.* |