

GENERAL FEDERATION of WOMEN'S CLUBS

www.GFWC.org



FOR IMMEDIATE RELEASE

Contact: [Club president or appropriate chairman]

P: [Contact phone number]

E: [Contact email address]

HEADLINE USING ALL UPPERCASE LETTERS

Subtitle in Italics

Month, Day, Year (Club's City, State Abbreviation*) – The opening paragraph should contain a news *angle* or *hook* to pique the media's attention and increase the chance for media coverage. This paragraph should also contain *who, what, when, where, why, and how.*

The remainder of the body text should include any relevant information, including benefits, statistics, area of impact, etc. Add quotes from your club president, community leaders, Program Partners, or elected officials. The quote should be based on the press release topic, and you should obtain the individual's permission to use the quote.

Add Boilerplate:

About the General Federation of Women's Clubs

The General Federation of Women's Clubs is a unifying force, bringing together local women's clubs, with members dedicated to strengthening their communities and enhancing the lives of others through volunteer service. With 90,000 members in affiliated clubs in every state and more than a dozen countries, GFWC members are community leaders who work locally to create global change by supporting the arts, preserving natural resources, advancing education, promoting healthy lifestyles, encouraging civic involvement, and working toward world peace and understanding.

At the end of the release, insert three number symbols to show that the press release is complete:

#

*States listed in the dateline should be written in AP style. For example, use Wash. for Washington State. For a list of AP state abbreviations, view the GFWC Stylebook at www.GFWC.org.

[Club Name]

[Street Address] | [City, Postal Code State Abbreviation, Zip]

www.ClubWebsite.org/com | P: XXX-XXX-XXXX