

SAMPLE NEWS RELEASE

[DATE]

CONTACT: Name
[PHONE]
[E-MAIL ADDRESS]

[LOCAL PROGRAM] Celebrates Community Service with [TYPE OF EVENT]

[HIGHEST RANKING SPEAKER/PARTICIPANT] participates in [ENTER EVENT] with community members

OR

Local community members join forces with [LOCAL PROGRAM] to [ACCOMPLISH WHAT IN THE CITY]

[CITY, STATE]—To [DESCRIBE REASON FOR HOLDING EVENT], more than [NUMBER OF VOLUNTEERS] volunteers from [PROGRAM NAME] have come together today to [DESCRIBE SERVICE EVENT/ACTIVITY].

[HIGHEST RANKING SPEAKER/PARTICIPANT] joined the [EVENT/SERVICE ACTIVITY] on [DATE] to [DESCRIBE INVOLVEMENT]. Other participants included [NAME ADDITIONAL PARTICIPANTS].

“For [ENTER YEARS IN EXISTENCE] years, [PROGRAM NAME] has helped [LOCAL COMMUNITY] to [DESCRIBE APPROPRIATE ACTIVITIES AND HIGHLIGHT ACCOMPLISHMENTS],” said [HIGHEST RANKING SPEAKER/PARTICIPANT].

[PROGRAM NAME] volunteers have done tremendous good for our community. They have improved the lives of thousands of our most vulnerable citizens by (DESCRIBE ACTIVITIES, e.g. helping children learn to read, caring for the frail elderly, rebuilding communities struck by disasters, transforming failing schools, and revitalizing communities). They have done this both through direct service and by hundreds of additional volunteers.

“[LOCAL PROGRAM] volunteers serve our community with tremendous dedication and enthusiasm,” said [PROGRAM DIRECTOR]. “Without their assistance, we would not be able to provide the services vital to the health and well-being of our community.”

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[PROGRAM NAME] provides [DESCRIBE MISSION]. For more information, visit [PROGRAM’S URL ADDRESS].