Office Use Only

_____Date In
_____Date Processed
_____Staff Initials
Yes No Clip Art

Newsletter Article Request

Organization Name:_____

Project Contact Person:_____

Information: (Please limit to 100 words)

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Attach clip art here or make a request for the type of clip art you would like us to find and use.

Event Summary

Title:_____
Date:_____
Time:_____
Place:_____

Any Replies or Questions

Name:_____
Title:_____
Phone:_____
E-mail:_____

Please return this form to:
Lutz Center for Community Service
100 College Drive
Allentown, PA 18104
Telephone: (610) 606-4666 ext. 3438
Fax: (610) 740-3789

This form must reach our office by the 12th of each month in order to be published in the following month's newsletter.