

## Memorandum

TO:

FROM:

TASF AA Members

Margaret Miller  
Chair, Public Relations  
Committee

SUBJECT: News Release Form

DATE:

October, 1998

In this newsletter, you will find a TASF AA Public Relations Committee Form for news releases. Please duplicate and return the form to me if

You have received an award or promotion which you wish to have published in the Crossfeed; You have received special recognition from TASF AA or another professional organization such as TASF AA or NASF AA which you would like released to your local or school newspaper, or another publication, and/or You would like your TASF AA or professional accomplishments acknowledged by letter to your supervisor.

We will be glad to notify sorority/fraternity publications, alumni publications, or any additional local newspapers or magazines. Just write the information in the blanks provided on the Public Relations News Release Form.

Please return your completed forms (and photographs, if applicable) to:

Margaret Miller  
Director of Financial Aid  
East Tennessee State University  
P.O. Box 70722  
Johnson City, TN 37614-0722

NEWS RELEASE FORM

TASFAA  
Public Relations Committee  
1998-99

Name: \_\_\_\_\_

Title: \_\_\_\_\_

TASFAA Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Institution/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Newspaper (Institution): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Newspaper (Hometown): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Other Publication - 1: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Other Publication - 2: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Do you wish for a letter to be sent to your supervisor acknowledging your new position in TASFAA for 1998-99? Yes \_\_\_ No \_\_\_

May we send the information to the newspapers listed above? Yes \_\_\_ No \_\_\_

Are you including a photograph to be published? Yes \_\_\_ No \_\_\_

Please list any other newspapers to which you would like information sent.

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