

# Borgia Bugle Article Submission Form

## **Instructions:**

-If you have prepared a written article, please submit the article **along with your contact information** to Kim Voss either by placing it in her school mailbox or by emailing it to [kvoss@sfbgs.org](mailto:kvoss@sfbgs.org) . In addition, we ask that you inform us if you have submitted a picture with your article. Pictures may be submitted either in hard copy or electronically. Note: Electronically sent pictures give the best results.

-If you would prefer someone else write the article, please complete and submit this form.

Deadlines: November 30<sup>th</sup> in order to be included in the first semester newsletter.

April 23<sup>rd</sup> in order to be included in the second semester newsletter.

## PLEASE NOTE:

*\*It may not be possible to include all submissions in the newsletter due to space limitations. If an article cannot be accommodated, we will try to find another way to publicize the information.*

*\*Articles may be edited for space and quality issues.*

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Name and phone number of person submitting information:

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

Please check "yes" or "no" to confirm whether a picture was submitted with this form:  Yes  No

## **Article Facts:**

Briefly describe the special event or award: \_\_\_\_\_

\_\_\_\_\_

Who was involved: \_\_\_\_\_

If it was a group event, state the name(s) of the people who coordinated it: \_\_\_\_\_

\_\_\_\_\_

Date it took place: \_\_\_\_\_

Where it took place: \_\_\_\_\_

Please provide below any further details that would help us write the article. \_\_\_\_\_

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