



Sons of The American Legion National Update Newsletter Report Form

This form can be submitted by any SAL member, Squadron or Detachment on any story or article that could be recommended in the SAL newsletter.

Reporter Name: _____ Date: _____

Telephone #: _____ Squadron #: _____

Detachment of _____

Summary of story suggestion: _____

Who or what is the story about? Include individuals, group, Squadrons involved. Check for correct spelling of first and last names and titles: _____

When did or will the event take place? _____

Where? _____

Why will readers be interested in the story? _____

What additional information is important to the story? _____

Who can be contacted for additional information and/or quotes? _____

(Signature)

General Instructions

- A. The use of this form is not mandatory. It is a suggested guide to assist the SAL member in lieu of composing a letter.
- B. Please print or write legibly.
- C. Include a work or home telephone number, if available.
- D. Do not cut articles from local newspapers as it violates copyright laws. Use this form, your handwritten letter, and your own photographs, if available. Caution: Photographs must be your own.
- E. Remember – you do not need to be an editor or journalist to submit an article for the newsletter.
- F. Use additional plain paper if needed.
- G. Mail your report form to:
 - Editor
 - SAL National Update Newsletter
 - PO Box 1055
 - Indianapolis, IN 46206

or

- H. Fax your report form to:
 - National Adjutant
 - Sons of The American Legion
 - (317) 630-1413 - Fax