 🡨 *Substitute your* ***AFFILIATE LOGO*** *here*

**FOR IMMEDIATE RELEASE**

**Headline** *(use an active verb in present tense)*

**(*TOWN, KS)*** *Include in first paragraph: who, what, where, and when.*

QUOTE FROM BOARD MEMBER or CHARITY REPRESENTATIVE or STUDENT RECEIVING SCHOLARHIP

**BODY** *Add information in descending order of importance.*

*Keep it news style! Keep paragraphs short. Think the what Human Interest aspect and highlight that.*

QUOTE FROM BOARD MEMBER or CHARITY REPRESENTATIVE

*Lead your interviewees to share their enthusiasm for the foundation!*

THE FUND THAT’S THE SOURCE OF THE GRANT *—as appropriate, its history*

LAST PARAGRAPH: The \_\_\_\_\_\_\_\_\_\_\_ Community Foundation, an affiliate of Central Kansas Community Foundation (CKCF), was established in \_\_\_\_\_ to assist in providing resources for a broad range of existing and future charitable needs in the \_\_\_\_\_\_\_\_, Kansas, area. Additional information is available from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(board member, for example) and include contact info phone/email.

###

Attach Pictures *When signed releases are in hand!*

Captions for pictures *include the names of people in the picture*

Additional information is available from:  
CONTACT: *your info*

PHONE:   
EMAIL:

**ABOUT CENTRAL KANSAS COMMUNITY FOUNDATION:**

Central Kansas Community Foundation mission is “Building Stronger Communities Through Charitable Giving.” Founded in 1994 Central Kansas Community Foundation based in Newton, Kansas is an intermediary between donors and charities, the community foundation helps donors establish funds that financially support meaningful, charitable programs and services in their community. Central Kansas Community Foundation also hosts numerous affiliate community foundations throughout Central Kansas. [www.centralkansascf.org](http://www.centralkansascf.org)