# **News Report Template – International Inner Wheel**

Please fill in all areas of this form to submit an article to the IIW website or report on a Presidential visit.

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| **Title** |  | | | | |
| **Author name** |  | | | | |
| **Club name** |  | | **District number**  (indicate if non-district club) | |  |
| **Country** |  | | | | |
| **Date(s) of activity** |  | | | | |
| **Description of activity**  ( please describe your activity with; who, where, when, why)  **Article words**  (insert the words for your article into this space, you may like to indicate where you want photos to appear)  *(Please note – this document will grow as you add more words)* |  | | | | |
| **Photographs**  For each photo, make sure they are saved as a name and provide a caption, to be included in the article.  This may include names of people in the photo or explain what is happening in the photo. | | **Photo name** | | **Caption for Photo** | |
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| * *Each photo is to be sent separately as an attachment to an email, or via Dropbox (*[*www.dropbox.com*](http://www.dropbox.com)*) or WeTransfer (*[*www.wetransfer.com*](http://www.wetransfer.com)*)* | | | | | |

***Save this document as a Word document and email with jpg photos attached to*** [***iiweditor.sandra@gmail.com***](mailto:iiweditor.sandra@gmail.com)