

NEWSLETTER SUBMISSION

Send the Newsletter Submission form to Bacilisa Baltazar at bbaltazar6@csudh.edu by **October 1, 2019**, subject title **“Newsletter Submission.”** Article topics should be relevant to the FALL or SPRING newsletter and include a high-resolution photo.

Description of event, accomplishment, announcement, etc. (300 words max):

Name: _____ Phone: _____
College: _____ Email: _____
Department: _____ Faculty/Student: _____

Check all that apply:

_____ Recent or Upcoming Campus Event
_____ Student Accomplishment/Award
_____ Faculty Accomplishment/Award
_____ Announcement or Deadline

Submission Checklist:

_____ **Description of Submission:** A short description of a campus event, an accomplishment of or award given to a faculty member or student(s), an announcement of upcoming deadlines, events, or faculty changes, etc. (maximum 300 words)

_____ **Photo:** Please provide at least one high resolution photo to include with your submission (at least 5x7 inches, 300 dpi, 1500x2100 pixels or larger. JPEG preferred.

_____ **Photo Release Form:** Sign and return the attached Video/Audio release form for your photo

**Fill out separate forms for multiple submissions. Your submission will be reviewed, and someone from the Office of Graduate Studies and Research will contact you should we need additional information.*