Fill out the template below with your department’s newsletter content. You may copy/paste content into the template or simply type within the template itself.

**MESSAGE FROM THE CHAIR**

* *A note (no more than 300 words) welcoming readers and highlighting department updates since the last newsletter. The photo is usually the chair’s headshot, but does not have to be.*

**Copy** (300 words maximum)**:**

**Photo:**

**Photo Caption:**

**DEPARTMENT SPOTLIGHTS**

* *Two or three stories spotlighting specific faculty members, alumni, research projects, or department highlights.*
* *All spotlights MUST include a photo.*
* *We encourage you to use pre-existing articles (e.g., stories written by CCAS Communications, GW Today, the alumni blog, or GW Magazine). Please copy/paste the story or stories into this template and be sure to include the article link(s), as well.*
* *NOTE: Only the first 150 words of each spotlight story will be included in the e-newsletter. The story in its entirety will be added to the department website (unless it is a pre-existing story).*

**SPOTLIGHT #1 – REQUIRED**

**Title:**

**Copy:**

**URL (if available):** http://

**Photo (required):**

**Photo Caption:**

**SPOTLIGHT #2 – REQUIRED**

**Title:**

**Copy:**

**URL (if available):** http://

**Photo (required):**

**Photo Caption:**

**SPOTLIGHT #3 – OPTIONAL**

**Title:**

**Copy:**

**URL (if available):** http://

**Photo (required):**

**Photo Caption:**

**DEPARTMENT ANNOUNCEMENTS**

* *Brief, bulleted announcements (no more than 100 words each) for faculty kudos, updates on current students, department achievements, and/or events.*
* *All of these sections are optional.*
* *NOTE: Only the first 3 bullets in each section will be included in the e-newsletter. The remaining bullets will be published on a page on the department’s website. Please include ALL news bullets in this document.*

**FACULTY KUDOS** (Optional section, each bullet should not exceed 100 words)

**CURRENT STUDENTS** (Optional section, each bullet should not exceed 100 words)

**DEPARTMENT ACHIEVEMENTS** (Optional section, each bullet should not exceed 100 words)

**DEPARTMENT EVENTS** (Optional section, each bullet should not exceed 100 words; only list future events and include a link for more information)

**ALUMNI UPDATES/CLASS NOTES**

Will be collected and populated by CCAS Alumni Relations

**DONOR RECOGNITION**

Will be populated by CCAS Alumni Relations

**SUPPORT THE DEPARTMENT**

Will be populated by CCAS Alumni Relations

**STAY CONNECTED**

Will be populated by CCAS Alumni Relations