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| --- | --- |
| [Date] | Contact: [Name] [Title] [Phone] [Email] |

**The Headline**

Always showcase the relationship of 4-H to UC ANR, whether it is visually through logos and brand identity, or verbal or written references through television, radio, YouTube videos, press releases, etc. The first time you mention your organization, write out the University of California Agriculture and Natural Resources followed by (UC ANR) 4-H Youth Development Program. Upon subsequent references, write UC ANR [4-H Youth Development Program or club or county name].

*Ex. Lead by research-driven programming from the University of California Agriculture and Natural Resources (UC ANR), the 4-H Youth Development Program engages you in hands-on learning activities in the areas of science, citizenship and healthy living. The UC ANR   
4-H program provides opportunities...*

**Who?** University of California Agriculture and Natural Resources, 4-H Youth Development Program

**What?** Tour, symposium, meeting, etc.

**When?** Date and time

**Where?** Location

**Description** Describe the intention and why this news or event is important.

For more information, contact [name], [phone], [email].

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