

## Computer Applications

### Extension Activity: Press Release

Using the information from the flyer you created on Friday, prepare a press release in proper form. Your contact person is Derek Thompson, FBLA President, and he can be reached at 715-555-0939. Be sure to provide additional information about your FBLA chapter (size of chapter, adviser, etc.).

Sample Press Release:

<p>Top Margin: 2" Side Margins: 1" Body: DS</p>
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NEWS RELEASE  
(DS)  
Contact: Patricia Wells, Adviser  
XYZ Club  
1801 E. National Avenue  
Phoenix, AZ 85007-0032  
602-555-1234  
(DS)  
Release May 1, 20—  
(DS)  
STUDENTS EARN TRIP TO FBLA NATIONAL CONFERENCE  
(DS)  
Fifteen XYZ Club members have been selected to represent Arizona at the National Leadership Conference.  
These students have the opportunity to attend this conference with over 8,000 delegates representing each state.  
To raise funds to attend this conference, members will hold a yard sale and silent auction May 23–24 from 8 a.m. to 2 p.m. at the school.  
Any community members wishing to make a donation for the yard sale/silent auction may contact Patricia Wells at the above number.  
(DS)  
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