

# Sample News Release

## For more information:

[School Logo]



Spokesperson's name \_\_\_\_\_

School name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address, Website address, Facebook page, etc. \_\_\_\_\_

## For Immediate Release—

\_\_\_\_\_ Date

\_\_\_\_\_ Receives National Honors with  
School name

\_\_\_\_\_ Name of Award

**City, State—** \_\_\_\_\_ announced today that

\_\_\_\_\_ Name of Honoring Organization

\_\_\_\_\_ is among the 2021 recipients of the  
Name of School

\_\_\_\_\_ Name of Award

The mission of the \_\_\_\_\_ is to:  
Awarding Organization

"Our school community strives for faith formation, academic excellence and service to community in all that we do," said Principal \_\_\_\_\_.

Principal name

"This award is shared by our student body, faculty and volunteers who were instrumental in our success as a shining example of what it means to be a Catholic school."

The mission of the \_\_\_\_\_ is to:  
Awarding Organization

\_\_\_\_\_ serves students in \_\_\_\_\_ grades. For more information,  
School name

please visit \_\_\_\_\_ or call \_\_\_\_\_.  
website Phone Number

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