

**MEDIA ALERT**  
**(sample)**

**FOR IMMEDIATE RELEASE**

Day, Date, Year

**MEDIA CONTACT:**

(name)

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**(NAME OF CITY/COUNTY OFFICIAL) PROCLAIMS APRIL TO BE (YOUR CITY) VOLUNTEER MONTH**

*Proclamation commemorates Florida Volunteer Month 2008 ...*

- WHAT:** (Your city/County) Volunteer Month Proclamation
- WHEN:** April XX, 2008
- WHO:** (Name of City Council or County Commission) and (Name of your organization)
- WHERE:** (Address of the location where the proclamation will occur; provide driving directions if necessary)
- HOW:** The (Mayor/City/County Commission/Council Chair) will be proclaiming April (your city/county) Volunteer Month to honor volunteers and promote volunteerism.
- WHY:** Volunteers in (your city/county) change lives and strengthen communities. Florida Volunteer Month is designed to show appreciation for these volunteers, promote volunteerism to the state as a whole, and engage more citizens in community service.

(Optional) Prominent local volunteers will be available for media interviews at their discretion.

For more information about Florida Volunteer Month visit our Web site at (provide address) or visit [www.volunteerflorida.org](http://www.volunteerflorida.org).

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