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**EASTON KNIGHTS OF COLUMBUS COUNCIL NO. 238**

www.eastonkofc.org

**NEWSLETTER UPDATE SUBMITTAL**

PLEASE TYPE OR PRINT CLEARLY & CHECK ALL THAT APPLY, OR INCLUDE ALL RELEVANT INFORMATION VIA E-MAIL CORRESPONDENCE:

**SUMMARY:**

REQUEST UPDATE TO THE NEWSLETTER.

TIMEFRAME OF POSTING:

- JANUARY
- FEBRUARY
- MARCH
- APRIL
- MAY
- JUNE
- JULY
- AUGUST
- SEPTEMBER
- OCTOBER
- NOVEMBER
- DECEMBER

TYPE OF POSTING:

- ADDITION;
- CORRECTION;
- DELETION;
- INSERTION;
- REVISION

SECTION(S) TO UPDATE:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> GRAND KNIGHT'S MESSAGE | <input type="checkbox"/> ACKNOWLEDGEMENTS    | <input type="checkbox"/> HAPPY BIRTHDAY       |
| <input type="checkbox"/> CHAPLAIN'S MESSAGE     | <input type="checkbox"/> SICKNESS & DISTRESS | <input type="checkbox"/> COMMUNITY ACTIVITIES |
| <input type="checkbox"/> COUNCIL No. 238        | <input type="checkbox"/> CONDOLENCES         | <input type="checkbox"/> CLASSIFIEDS          |
| <input type="checkbox"/> HOLY CROSS             | <input type="checkbox"/> FOURTH DEGREE       | <input type="checkbox"/> BARSTOOL SPORTS      |
| <input type="checkbox"/> IMMACULATE CONCEPTION  | <input type="checkbox"/> SUPREME COUNCIL     | <input type="checkbox"/> SPONSORS             |
| <input type="checkbox"/> COLUMBIAN CORP.        | <input type="checkbox"/> STATE COUNCIL       | <input type="checkbox"/> MONTHLY CALENDAR     |
| <input type="checkbox"/> TRUSTEES               | <input type="checkbox"/> DISTRICT            | <input type="checkbox"/> PAST GRAND KNIGHTS   |
| <input type="checkbox"/> MEMBERSHIP             | <input type="checkbox"/> INSURANCE PROGRAM   | <input type="checkbox"/> OTHER: _____         |

(DESCRIBE)

CONTENT FOR POSTING:

- FLYER (INSERT);
- GRAPHIC;
- PICTURE;
- TEXT ARTICLE;
- OTHER: \_\_\_\_\_

(DESCRIBE)

ATTACHMENTS:

- DIGITAL (CD-ROM/FLASH STICK);
- DIGITAL (FILE SENT VIA E-MAIL);
- HARDCOPY;
- NONE

RESPECTFULLY SUBMITTED:

FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(LAST) (FIRST) (MI) (MONTH / DAY / YEAR)

CONTACT INFORMATION: \_\_\_\_\_ ; \_\_\_\_\_  
(AREA CODE) (PHONE NUMBER) (E-MAIL ADDRESS)

**DETAILED DESCRIPTION OF UPDATE:**

TITLE HEADLINE OF ARTICLE/ACTIVITY (IF APPLICABLE): \_\_\_\_\_  
(DESCRIBE)

COMMITTEE (IF APPLICABLE): \_\_\_\_\_  
(DESCRIBE)

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

