**Facility Newsletter**

Please submit three different editions of your newsletter published between May 2024 and May 2025. This category does not require scrapbook format. Judging is based on content, readability, creativity, special features, relevance, timeliness, and resident/employee involvement. Newsletters will not be returned to the facility unless requested.

Instructions for Submission

* Save and print an electronic copy of this completed submission form and include with newsletters.

Facility Name: Click here to enter text.

Facility Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Submitted By: Click here to enter text.

Job Title: Click here to enter text.

1. Describe the audience for your newsletter and who is responsible for its creation (writing, design, etc.).

Click here to enter text.

2. How frequently is the newsletter published and which component of your newsletter is most beloved by your readers?

Click here to enter text.

Deadline for submission forms and newsletters is **June 27, 2025** to:

**Doran Hutchinson**

Vice President of Member Services and Education

VHCA-VCAL

2112 West Laburnum Avenue, Suite 206

Richmond, VA 23227