

**Media Contact:**

YOUR NAME, TITLE

YOUR ORGANIZATION  
YOUR EMAIL AND PHONE

INSERT YOUR ORG’S LOGO (OPTIONAL)

**Calendar Listing: [LOCALE or ORG NAME’S Youth/Kids/Teens] to Lead Global Youth Service Day [PROJECTS, CELEBRATIONS, DEMONSTRATIONS], April [15, 16, 17], 2016**

***Example: Smithtown Youth to Lead Global Youth Service Day Projects, April 16, 2015***

*Preparations already under way for [large-scale] service in [LOCALE], as part of celebrations taking place worldwide for the 28th anniversary of Global Youth Service Day*

**WHAT:** [LOCALE’S/ORGANIZATION’S] Global Youth Service Day, including [BRIEFLY MENTION SPECIFIC AWARENESS, SERVICE, ADVOCACY, PHILANTHROPY, DEMONSTRATION, OR RECOGNITION/CELEBRATION ACTIVITES – 1-2 SENTENCES]

[LOCALE’s] youth will join young people around the world in celebrating Global Youth Service Day (GYSD), the largest service event in the world. During the weekend of April 15 - 17, the world calls on all young people to find their voice, take action, and make an impact on community issues and celebrates the countless contributions that youth make to their communities. Learn more about GYSD events around the world at [www.GYSD.org](http://www.GYSD.org).

**WHEN:** April [DATE], 2016 [at 3 PM] *[OFFER SPECIFIC DATE AND TIME, IF AVAILABLE]*

**WHO:** Approximately [X NUMBER] youth from [LOCALE], joining with millions of youth worldwide

**WHERE:** [SPECIFIC ADDRESS OR DESCRIPTION]

**Public Information/How to Get Involved [*OPTIONAL—only if available*]:** Young people who would like to get involved in [ORGANIZATION’S] Global Youth Service Day activities may [visit/contact WEB OR PHONE #]

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**HOW TO USE THE GYSD CALENDAR TEMPLATE**

* Calendar listings are especially helpful for monthly magazines, which often compile their events calendars and put their issues “to bed” months in advance. For publication in an April magazine, calendar listings should be submitted no later than mid-January.
* This template is intended as a guide, and includes standard information about Global Youth Service Day and message points intended to appeal to the news media.
* You may choose to modify details to suit your projects, but don’t forget to mention that GYSD projects are youth-led and that your project is part of events happening around the world!
* Think of a calendar listing as a “Save the Date” card for media and other public constituents.
* Research, then send to, journalists and calendar editors who may be interested including your project in their April events listings.
* Send by email, and include a great photo of your young people engaged in service.