

***The Pen Extra Special Edition– Serving Our Community***

**SUBMISSION FORM**

We invite you to submit your story to *The Pen Extra Special Edition* *– Serving Our Community*   
to be distributed in February 2017. This entire special edition will feature stories of good works our County departments have done. Examples include the Annual Bike Drive, Adopt-a-Family, department bake sales, collections, fundraising walks or runs, food drives to benefit a cause or person, and other similar stories. Here are some guidelines:

* This is a look back at last year’s good works. We would like to limit this to things that took place in 2016.
* This isn’t just about the holidays. You’re generous all year round. And we’d like to hear about it. Tell your story. Or tell someone else’s (with their permission).
* This is not a contest. There are no losers, only winners.
* Don’t worry if you think you don’t write well. Just send it in, and we’ll take care of it. Additionally, all submissions will be edited for clarity and space.
* **Please email at least one photo if possible**, even a group selfie after the fact. Identify the employees in the photo.
* Questions? Call Employee Communications at 464-5098.

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| **My Department’s Good Works Serving Our Community in 2016**  *(Type your answers below. Fields will expand as you type.)* |
| Name of cause/fundraiser/event/walk/project: |
| Name of department/office/worksite involved: |
| Names of people involved in the project: |
| Project dates: |
| What prompted you to do this project? |
| What did you accomplish? (For example, who benefitted and how?) |
| Your name and contact info: |

***Deadline for Submission:   
Email the completed Word document and photo(s) to Employee Communications   
at*** [***employee.communications@pinellascounty.org***](mailto:employee.communications@pinellascounty.org) ***by February 3, 2017.***