

On behalf of the Office of Public Relations Department, welcome to Bergen Community College and congratulations on your appointment. As part of the college's mission to increase the visibility and credibility of Bergen, the Public Relations Department releases announcements of new appointments and promotions to local, state, national, trade, and higher education media.

As part of that effort, please provide the following information:

- Name
- Home town - for local coverage
- Employment History
- Academic Credentials
- Area of academic interest within discipline (optional)
- Professional and Academic Affiliations (optional)
- Professional and Academic Accomplishments (optional)

You may also provide your resume and/or curricular vita or any other information that you would like to provide.

Announcements will not be distributed to the media until the content has been approved by you.

Thank you for your cooperation and we look forward to working with you at Bergen Community College.

Please also complete the release form below and return to the Office of Public Relations via e-mail or interoffice mail to Room A-210.

A release form is also attached.

Date: _____

I, _____ (Please Print) give Bergen Community College permission to use the attached information for the purpose of preparing an announcement of my appointment, promotion for media outlets, business and appropriate alumni publications.

Signed: _____