



## CHANCELLOR'S REPORT SUBMISSION FORM

**INSTRUCTIONS:** The Chancellor's Report is an opportunity to share with the SU System, some of the *major accomplishments* from your unit. To submit a report, article, or event for consideration in the upcoming Chancellor's Report, please complete ALL SECTIONS below and submit by the deadline (issued in email announcements). Articles must be submitted via this form. Separate articles will not be accepted however, you may attach a photo. All forms must be signed by the unit's department head prior to submission. Articles must be submitted by the deadline. Submit completed forms to [marketing@susla.edu](mailto:marketing@susla.edu)

<b>Your Name:</b>	<b>Title:</b>
<b>Today's Date:</b>	<b>Your Email:</b>
Division:	<b>Department/ Program</b>

Title of Event:	Date of Event:
Location of Event:	

Brief Description: Tell us about this event (250 word maximum)

Names of persons in photo ( <i>if applicable</i> ): Please attach photos. Photos must be print quality to be included	
For more information, contact: (Name	
_____	_____
<b>Department Head Name (Print):</b>	<b>Department Head Signature:</b>

Submit to [marketing@susla.edu](mailto:marketing@susla.edu)