Ridgeback Report: Submission request template

**Area submitting content:** <insert department here>

**Monday to be sent:** <insert date here>

Below is an example of how all newsletter content will be laid out in the final version. Please provide your content under the heading that you would like it to appear. The rest can be left with the default example text.

**Please ensure you provide any hyperlinks** to be included with your content.

# Academic Support

* First point
* Second point
* Third point

# Career Readiness

* First point
* Second point
* Third point

# Community

* First point
* Second point
* Third point

# Equity and Inclusion

* First point
* Second point
* Third point

# Athletics and Wellness

* First point
* Second point
* Third point

# Money Matters

* First point
* Second point
* Third point

# Other news

* First point
* Second point
* Third point