*Your campus most likely has a newsroom or media office that shares stories about goings-on at your institution. If you don’t already know your campus newsroom contact, try searching for your institution name plus “newsroom.” Look around on the page for “media contact” or “press contact,” and send an email to whoever is listed. Here’s a template email:*

Dear [name],

I’m writing to alert you to a great story happening on our campus: [student name] has been awarded the U.S. Department of State’s Gilman-McCain Scholarship. The scholarship is a competitive award for undergraduate students with a parent or guardian on active duty in the U.S. military to study or intern abroad. [Student name] is studying [major/s] and plans to [study/intern] in [host country/ies].

[Student name] will join a cohort of more than 33,000 students of limited financial means who have studied or interned abroad with the Gilman Program since its inception in 2001. This group includes mostly first-generation and nontraditional students, veterans, and students from underrepresented racial and ethnic groups. The program was expanded in 2019 to include the Gilman-McCain Scholarship.

Receiving the [Gilman-McCain Scholarship](https://www.gilmanscholarship.org/program/gilman-mccain-scholarships/) is a huge accomplishment. Will you consider publishing a story about [student name]? Don’t hesitate to reach out to me if you have questions about [student name] or about the Gilman-McCain Scholarship.

Sincerely,

[your signature]