

**Request Form  
For ASHRAE Chapter Web Sites on ASHRAE-Provided Server**

Attention: Emily Sigman  
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Chapter Name and Number:

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As Webmaster for the above Chapter, I acknowledge that I have reviewed the following ASHRAE documents pertaining to the proper use of Chapter Web sites and I formally request that a Web site template shell be established on the ASHRAE-provided server for my Chapter. I also recognize that it will be my responsibility to provide and maintain Web site content to this template shell consistent with the ASHRAE policy and procedures listed below:

1. "ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups," June 2003.
2. "2003 Manual for Chapter Operations (PDF format)."
3. "2003-2004 Chapter Programs Committee Resource Manual."

All three of these documents can be found on the Society's web site at:

<http://www.ashrae.org/template/MemberLinkLanding/category/1510>

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Name

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Date

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Signature