

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

Attention: Emily Sigman
Librarian/Information Specialist
ASHRAE
1791 Tullie Circle, NE
Atlanta, GA. 30329-2305
PH: 678-539- 1213
FAX: 678-539-2213
Email: esigman@ashrae.org

Chapter Name and Number:

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 2005 \(2010 rev\) \(PDF\):](#)

2. “Manual for Chapter Operations:”
<http://www.ashrae.org/society-groups/chapters/manual-for-chapter-operations>

Name

Date

Signature

Email Address: