

CHUMS WEBSITE/FACEBOOK REQUEST FORM						
Chapter Name						
Contact Name		Email:		Phone#		
Date of Event						
Event Type	Fundraiser	Project	Anniversary	Other:		
Document Type	Word	Excel	PDF	Image		
DOCUMENT(S) INFORMATION						
Document Name	Document(s) save as:	Preferred Location on <input type="checkbox"/> Website <input type="checkbox"/> Facebook		Caption for the Document		
1.						
2.						
3.						
4.						
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7.						
Comments from Submitter						
WEBSITE / FACEBOOK APPROVAL						
Chapter President Approval/Signature				Date:		
National Officer Approval/Signature				Date:		
Comments from Approvers						

**Important Instructions:**

- Complete the Website Form in its entirety.
- Forward the form and attachments to your Chapter President for Endorsement. Chapter President forward it to the Region Ambassador: \_\_\_\_\_ Email \_\_\_\_\_.
- Region Ambassador forwards all documents to Chum Viola Burton Mitchell [violajim2@aol.com](mailto:violajim2@aol.com) for Review/Approval.
- Chum Viola will forward approved form and attachments to the Technology Committee.
- Technology Committee will post approved requests within 3 to 5 business days. \_\_\_\_\_
- All approved requests should be submitted to: [info4chums@gmail.com](mailto:info4chums@gmail.com)
- Any requests submitted without the approval of the Chapter President and National Representative will be returned.
- You will receive a confirmation email once your information is posted.