

Log # _____

*Tall Pine Council
Web Site Submission Form*

Web Site Section, Area, or Title: _____

Source of Information (name of individual, publication, etc):

Talent Release form(s) Attached? ____ Yes ____ N/A

Date to be posted: _____ **Date to be deleted:** _____

Submitted by _____

Date: _____

Signature: _____

Procedure:

Step 1: After consulting with your District Executive or Committee Advisor, prepare your information for the TPC web site. Please save any submitted text in “.txt” format (Windows Notepad is the easiest tool for this). Be sure to proofread carefully by checking spelling and grammar in addition to verifying that dates, times, locations, etc. are correct. If you have a picture you would like included, please save it in TIFF, JPG, GIF, PNG, or BMP format. Be sure to obtain talent release forms if necessary.

Step 2: Provide all web site information, documents and images on a disk or in an e-mail attachment to the Webmaster (tpc@gfn.org). Contact your D.E. or Committee Advisor if you have any questions.

Step 3: Please supply the Council office with this submission form and a paper copy of your submission for the web site. If necessary, submit talent release forms to the Webmaster.

The Webmaster and Supervisor must review all submissions before placement on the web site.

#1 _____ Date: _____

#2 _____ Date: _____