Chapter History Gold Ribbon Award Submission Form

# Instructions:

1. A Gold Ribbon is awarded for brand new Chapter histories or for five year updates of the previously submitted Chapter history timeline; and, for significant histories of a person, company, system, event, equipment or artifact. The first five years of history must be submitted before any other entry can be considered.
2. Email this completed form and the chapter history material in digital format (Word, PowerPoint or PDF) to the Regional Historian, the ASHRAE Manager of Region Activities, and to the staff liaison for Historical Committee. Entries may be submitted in person, on CD or USB drive or as an email attachment. This form and the history must be submitted to ASHRAE 60 days prior to the CRC to Tammy Catchings (tcatchings@ashrae.org), ASHRAE, 180 Technology Parkway, Peachtree Corners, GA 30092. Please note that the chapter history material and form MUST be submitted together.
3. A copy of all entries must also be sent to the Regional Historian and to the Historical Committee staff liaison for concurrence.
4. The Chapter history material and form **MUST** be submitted together at least 60 days prior to the Region’s CRC.
5. Submissions of histories to ASHRAE HQ that win a Chapter Gold Ribbon are eligible to be nominated for the Lou Flagg Historical Award.

Required Information:

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| **Region/Chapter:** |  |

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| **Submission Title:** |  |

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| **Submission Date:** |  |

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| **Chapter Historian / Author of Submission:** |  |

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| **Phone number:** |  |

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| **Email address:** |  |

**Please Check Appropriate Item:**

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|[ ]  New Chapter History (have/have not submitted chapter history before) |
|[ ]  Five-year Update (have previously submitted original five-year chapter history) |
|[ ]  History of a Person |
|[ ]  History of a Company |
|[ ]  History of a System |
|[ ]  History of Equipment |
|[ ]  History of an Event |
|[ ]  History of an Artifact |