

Guidelines for submissions** to Riverbay.org
BY MEMBERS/FOR MEMBERS page

The following types of items may be submitted for publication on the BY MEMBERS/FOR MEMBERS page of Riverbay.org, including:

- Local classifieds
- Lost 'n Found
- Announcements of general interest to Riverbay residents
- Other -- please specify and the material will be reviewed by the Board of Directors

Submissions to the web site will be accepted from Riverbay Association members only and must be in written form. For announcements, please use e-mail and provide text in an attachment to allow uploading to the web site. Announcements will remain on the site for 90 days or until an identified event has occurred. Photos must be sent in jpeg or other comparable digital format. For "Lost 'n Found" items or "classifieds", please provide all the information listed below and send by mail or e-mail. If you submit electronically, ALL of the information detailed below needs to be included in your message and sent to riverbaychat@yahoo.com with notation FOR MEMBERS/BY MEMBERS on the subject line. We will publish all of the information contained within your submission, including your name, address, e-mail address or any telephone number(s) that you have listed. If privacy is a concern to you, please be attentive to this when you compose the text of your message.

DATE OF REQUEST _____

NAME _____

PREFERRED TEL. CONTACT # _____

CIRCLE ONE: Announcement "Classified" Lost'n Found Other

If other, please specify _____

TEXT _____

I understand that I have authorized the following personal information to be shown on the Riverbay.org web site. Circle all that apply: Name Address Tel. number(s) E-mail address

Riverbay WEB 306 Chipping Stone Rd. . Chatham, MA 02633

**The Riverbay Association reserves the right to review and refuse material based on appropriateness.

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For Association Use
Date received _____ By _____ Date uploaded _____ Date Removed _____