

Chapter Email Management - Additions/Updates

Link: <https://guildofbookworkers.org/chapter-email-request-form>

This form allows Guild of Book Workers (GBW) chapter chairs to request a chapter-specific role-based email address to help with communication, continuity, and chapter operations. Instead of using personal email addresses, you can request a standardized GBW email that reflects your position.

Any chapter board member, such as Chair, Communications Chair, Treasurer, or Programs Coordinator, who needs a new or updated email for their GBW role.

Form Details:

1. **Chapter Name**
Select your GBW chapter from the dropdown list.
2. **Name of Requester**
Enter your full name. Emails can be requested by Chapter Chair – in case of change in chair, please note in comments.
3. **Role**
Enter your position (e.g., Treasurer, Secretary, Programs Communications).
4. **Email Address You'd Like to Use**
Choose a role-based email address you'd like to request.
Format: chapter+role@guildofbookworkers.org
Examples: rockymountaintreasurer@guildofbookworkers.org or
midwestcommunications@guildofbookworkers.org
5. **Preferred Email Forwarding Address**
Enter the personal or work email address where you want incoming emails to be forwarded.
This address is not shared publicly.
6. **Comments or Additional Information**
Use this space if you are
 - requesting multiple role emails
 - handing off a role to a new leader
 - asking for updates or changes to an existing chapter email

After you submit the form

Your request will be reviewed by the Communications Chair. Once approved, the requested email address will be created, and forwarding will be set up to the address you provided. You'll receive a confirmation email once everything is ready.