State Office Entry Form 2023

Send filled Excel Spreadsheet to: Form19Recipient@sirinc.org

standing Committee Name:						
Sub-Committee Name:						
Purpose						
	Title	Person Name:	Branch:	Email Addr.	Phone	Mailing Address
nformation Systems Committee (INFOSYS)					
Purpose						
Informatio <mark>n Systems (</mark>	C <mark>ommittee</mark>					
To establis	sh the full purpo	ose of the entire SIR Infor	mation Servi	ces		
	Chairman	Dean Steichen	8	HisEmail.com	HisPhone	HisAddress
	EX-OFFICIO	DAVID GONZALES	98	HisEmail.com	HisPhone	HisAddress
Website Subcommitte	e					
To Suppor	and Updating of SINinc w	ebsite				
	Chairman	Alan W. Baker	93	HisEmail.com	HisPhone	HisAddress
	Member	Dean Steichen	8	HisEmail.com	HisPhone	HisAddress
	Member	Kenneth M. Walling	54	HisEmail.com	HisPhone	HisAddress
	Member	Brent Williams	93	HisEmail.com	HisPhone	HisAddress
	Member	Daniel 'Dan' Weller	8	HisEmail.com	HisPhone	HisAddress
	Member	Richard J. Provost	103	HisEmail.com	HisPhone	HisAddress
Database Subcommitt	ee					
Purpose						
·	Chairman	Richard C Sale	37	HisEmail.com	HisPhone	HisAddress
	Member	Daniel 'Dan' Weller	8	HisEmail.com	HisPhone	HisAddress
	Member	Dean Steichen	8	HisEmail.com	HisPhone	HisAddress
Email Subcommittee						
Purpose						
·	Chairman	Richard C Sale	37	HisEmail.com	HisPhone	HisAddress
	Member	Derek L. Southern	8	HisEmail.com	HisPhone	HisAddress
	Member	Mark Stuart	98	HisEmail.com	HisPhone	HisAddress
State Roster Subcomn	nittee					
Purpose						
	Chairman	Richard C Sale	37	HisEmail.com	HisPhone	HisAddress
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Where to send: FORM19RECIPIENT@SIRINC.ORG

Note:

This form is for Documenting and Updating the State Organization Structure and Contact Information of State Personnel. This data will go into the SIRinc Website If you, as committee Chairman make changes to your committee, modify your current copy of Form 19 and send the corrections to Form19Recipient@sirinc.org. This contact information is a time saving for communications among State Personel.

Filling out the speadsheet.

Put the date of the submission in E3

Start your data entry at cell A10 with your Committee Name that you are updating. If your use of this form is for multiple standing committees,

complete the data entry. When you are finished with the first committee, put the next committee name in Column A

Move down one line. This is to make the information more readable.

Column B is for the Subcommittee name. This field can be long but may be truncated before being transferred to the SIR Website.

Move down one line

Column C is the place to describe the purpose of the subcommittee. This field can be long but may be truncated before being transferred to the SIR Website

Move down one line

Column D is the place for a Title of the committee member. Particular word like "Chairman", "Vice President", "Secretary" are significant.

Column E is the member name.

Column F is the Branch number.

Column G is the Email Address

Column H is phone number. XXX-XXX-XXXX

Column I is mailing address . Include zip code. Do not use a semicolon. Commas are fine.