

IFHR Member Highlight Submission Form

For member spotlights, job postings, small business features, services, and community opportunities

Use this form to submit information for a member highlight on the IFHR website or members area.
Only share contact information you are comfortable having posted. IFHR may edit for length, clarity, and safety.

1. Member Information

Member full name Preferred display name

Phone Email

City / community Website or social media

2. Type of Highlight

Job posting New business Service offered Member achievement
Training / workshop Volunteer opportunity Other If other, describe:

3. Business / Opportunity Details

Business, employer, or project name Job title or service title

Location Hours / availability Pay range, if applicable

Brief description for the website/posting

How should people apply or contact you?

IFHR Member Highlight Submission Form

Photo placeholder, permissions, and office-use notes

4. Photo or Placeholder Image

Photo option

I am providing a real photo

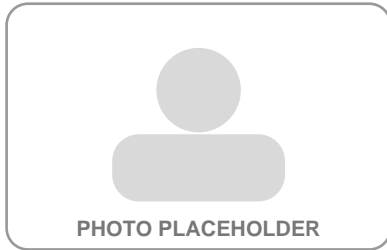
Use a blank placeholder image

Use business logo

Photo / logo file name, if known

Preferred image text, if using a placeholder

Notes about the image or design style



5. Permission to Post

I give IFHR permission to post this highlight on the website, member area, newsletter, or social media.

I understand IFHR may edit wording for spelling, length, clarity, and respectful public presentation.

I confirm the contact information provided can be shared as part of the posting.

Any limits on what IFHR may post?

6. Signature

Member signature

Date

7. IFHR Office Use Only

Approved

Needs edits

Not posted

Posted date

Reviewer notes

Suggested use: members complete this form, then IFHR creates a clean public-facing post or card from the information.