



# Allied Member Article Submission Form

The “Allied Article” feature, under Resources on the NYSRA website at [www.nysra.org](http://www.nysra.org), is designed to serve as a portal for restaurant members of the New York State Restaurant Association to access information/educational articles related to the foodservice industry.

**To submit an article(s), you must complete this submission form.**

This form must be completed one time per calendar year  
—though you may submit as many articles as you wish within that year.

**Submission Criteria:**

- ◇ Only articles submitted by an Allied Member whom is current with their membership will be accepted.
- ◇ Articles need to be submitted as a Word Doc or PDF format and be sent electronically to **Danielle Koonce at [daniellek@nysra.org](mailto:daniellek@nysra.org)**.
- ◇ These articles are for the sole purpose of informing our members, they should in no way have the appearance of marketing or promoting a brand or service.
- ◇ A current submission form must be on file prior to the first (or only) article being posted.
- ◇ Articles may have the author’s name, members business, phone number/email address and date of submission.
- ◇ If you wish to have your company’s business name linked to your website, please include the web address you wish NYSRA to link it to—NYSRA will not link to outside sites, this is merely a courtesy to drive traffic to our Allied Member’s site only.
- ◇ All postings are subject to final review and approval by NYSRA—we reserve the right to reject any and all articles we deem inappropriate to post on the [www.nysra.org](http://www.nysra.org) website.
- ◇ Should the article be accepted, the only change made to the article will be the addition of the NYSRA logo. If other changes to the article need to be made, the contact who submitted the article will be informed and then decide to make the changes and resubmit the article or rescind the article altogether.

---

Please complete the below information and fax/email along with your article to Danielle Koonce at [daniellek@nysra.org](mailto:daniellek@nysra.org) or Fax # 518-452-4497.

Contact Name (please print) \_\_\_\_\_

Member Business (please print) \_\_\_\_\_

URL/web address for business (if applicable) www.\_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

I agree that the New York State Restaurant Association has the right to accept or reject any articles I submit throughout this calendar year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For questions/suggestions concerning the submission of an article or the Allied Forum on [www.nysra.org](http://www.nysra.org) in general, please contact Danielle Koonce at 800-452-5212 or [daniellek@nysra.org](mailto:daniellek@nysra.org)