



## Definitions and Form Instructions:

**Applicant:** This is the individual or club applying for the new coordination or update to existing coordination. They may be applying on behalf of themselves for their own repeater and equipment or on behalf of a club repeater. In either case, the person or club name entered in this field becomes the **holder/owner of the coordination** when the process is complete. **Only the Applicant/Holder of Record may sell, release or otherwise transfer a repeater coordination to another organization or individual. ARC will not recognize any coordination changes not accompanied by a release or authorization or other agreement signed by the Applicant/Holder of Record.** Any update requests should come from that person for individual repeaters or the trustee in the case of club repeaters. Please include both the applicant name and call sign.

**Trustee:** This is normally the individual who looks after the repeater equipment and maintains it. For individual repeaters it should be the same as the Applicant. For club repeaters, this is the point of contact with the ARC. Please enter the trustee's **call sign** on the form and provide any additional contact information on the back of the form if there is insufficient space on the front.

**Sponsor:** This is the individual or club who sponsors the repeater itself and or it's coordination. This is what will be listed in the repeater directory "sponsor" field. Please enter the Club or individual's name *and call sign*. Suggested abbreviations are appreciated as this field length is limited for the repeater directory.

**Address:** This is where any correspondence from the ARC will be mailed. The new database software has capability to hold separate address and contact information for the Applicant, Trustee and Sponsor. I do not know at this time exactly what implications that may have since I have not yet done any mailings on behalf of the ARC. If you have additional information in that regard that will help us keep in touch, please provide it on the back of the form.

**E-mail Address:** Please provide the trustee's e-mail address and any additional e-mail addresses for other club individuals or additional control operators.

If you need additional help with technical aspects of the form, contact the coordinator preferably by e-mail or by phone if necessary.

\*AMSL= above mean sea level  
AGL= Above ground level

HAAT= Ht above average terrain  
GL= ground level