

# **GUIDELINES FOR THE DELTA THETA CHI SORORITY WEBSITE**

Number One Rule: Look at the website regularly!

Website Submission Process:



*Please note materials will not be posted unless this process is followed.*

Content Submission Guidelines:

1. All information posted to the website will pertain to Delta Theta Chi.

Examples:

- Event Announcements
- Newsletters
- Photos from Sorority Functions (permission is required from those in photos)
- Fundraising Projects

*(NOTE: Personal content, such as family trips, grandkids, happenings, etc., will not be posted unless part of a Province newsletter)*

2. Copyrighted material will not be posted to the website.

Exceptions:

- The copyright is held by Delta Theta Chi or one of its Provinces or Chapters
- The copyright is held by a Delta Theta Chi member and express written approval (in the form of a letter or email) has been given.

3. Personal phone numbers or addresses will not be published on the public site.

Exceptions:

- Information is provided as contact for a fundraiser.
- Information is provided as contact for registration.
- National Office mailing address may be published.

4. Email addresses of National Officers and Province Board members may be published.

Chapters/Members:

1. Ensure materials meet content submission guidelines.
2. Confirm you have verbal or written permission from those in any photo submissions.
3. Submit to your Province Website Liaison.

Province Website Liaison:

1. Review all information submitted by chapters and members.
2. Verify that all permissions are obtained and the material is suitable for publication.
3. If information meets submission guidelines, submit to the National Website Liaison (Trustee).
4. Provide updates about Province meeting and conventions, including registration forms.
5. Report to your Province at Conventions/Conclaves and meetings any updates and ideas about what is needed on the website.

National Website Liaison (Trustee):

1. Review all information submitted by Province Website Liaisons.
2. If information meets submission guidelines, submit to the web mavens for publication
3. Provide updates about National meeting and conventions, including registration forms.
4. Report to National Officers any updates and ideas about what is needed on the website.

Web Mavens:

1. Review all information submitted by the National Website Liaison (Trustee).
2. If information meets submission guidelines publish to the website within two weeks of receipt.
3. Postings deemed not eligible will be returned to the Province Website Liaison by the web mavens or the National Liaison/Trustee, if necessary, with a short note as to why it was ineligible, e.g. material is copyrighted.
4. Web Mavens may delete any information that is over 1 year old, unless asked by the contributing Chapter or Province to continue the posting.