

GUIDELINES FOR THE DELTA THETA CHI SORORITY WEBSITE

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 Sorority.

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, personal social events, 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 Personal phone numbers or addresses will not be published on the public site.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 Trustee serving as the National Website Liaison.
4. Provide updates about Province meetings and conventions, including registration forms. If you are submitting a form, please make all changes to the form prior to submitting and submit in PDF format. Webmaven will only upload completed forms. She will not make any corrections or changes to the form.
5. Report any updates and ideas about what is needed on the website to your Province at Convention/Conclave meetings.

National Website Liaison (Trustee):

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

Webmaven:

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 National Liaison/Trustee, if necessary, with a short note as to why it was ineligible, (e.g. material is copyrighted, etc.). She will then in turn reach out to the Province Website Liaison with that information.
4. May delete any information that is over 1 year old, unless asked by the contributing Chapter or Province to continue the posting.
5. Webmaven will only accept information from the National Website Liaison (Trustee).