

## Great Lakes Area Website Policy

- ◆ For the cost of \$15.00 per year, the Great Lakes Area will design and maintain a page for your Alumnae Chapter or Chapter Association
- ◆ There is a 1 MB limit on content for your page
- ◆ All content for your page must be submitted in text (email) or Microsoft Word (email attachment) format
- ◆ Photos are acceptable, but remember that they may use much of your 1 MB limit
- ◆ Photos must be submitted relative to a 300 x 225 pixel size
- ◆ Downloads are acceptable, and will be posted in PDF format
- ◆ The Great Lakes Area Website Menu will be subtly present on your chapter's page
- ◆ All chapters must abide by the Delta Zeta National Website Policy (can be found at [www.deltazeta.org](http://www.deltazeta.org) or in the "Files" section of the Great Lakes Yahoo group)
- ◆ Email addresses will only be included if permission is granted by the person whose address is posted (per Delta Zeta National Policy)
- ◆ No photos of individuals or identifying individuals will be posted unless the Standard Permission Form is completed and signed by the individual (per Delta Zeta National Policy)

### *Miscellaneous*

- ◆ Please submit all content or questions to Great Lakes PR Chairman, Denise Brenner, at [dmsabo@hotmail.com](mailto:dmsabo@hotmail.com)
- ◆ Annual payment should be made at the time of per capita dues payments to the Great Lakes Treasurer, Melissa Brundjar
- ◆ Pages will be located at [www.dzgreatlakes.com/yourchapter](http://www.dzgreatlakes.com/yourchapter) (fill in your chapter name here)
- ◆ The 1 MB of allowed space translates to approximately 1000 KB. The "Alumnae Chapter" page at [www.dzgreatlakes.com/alumnaechapters](http://www.dzgreatlakes.com/alumnaechapters) is approximately 15 KB in size.
- ◆ Content may include (but is not limited to):
  - History of your chapter
  - President's Corner
  - Officers
  - Upcoming Activities/Calendar
  - News/Newsletters
  - Philanthropy Information
  - Sister Spotlight
  - Dues payment form