

Creating a Website

Donna Adams, Beta Sigma, C

Mary Anne Russell, Psi, C

**Your chapter has decided to create a Website.
You have all these great ideas...but, WAIT!!**

**-To link to Epsilon State, you must be linked to
International...**

**-To be linked to International, you
must comply with International's
standards...there are a FEW steps
to follow...**



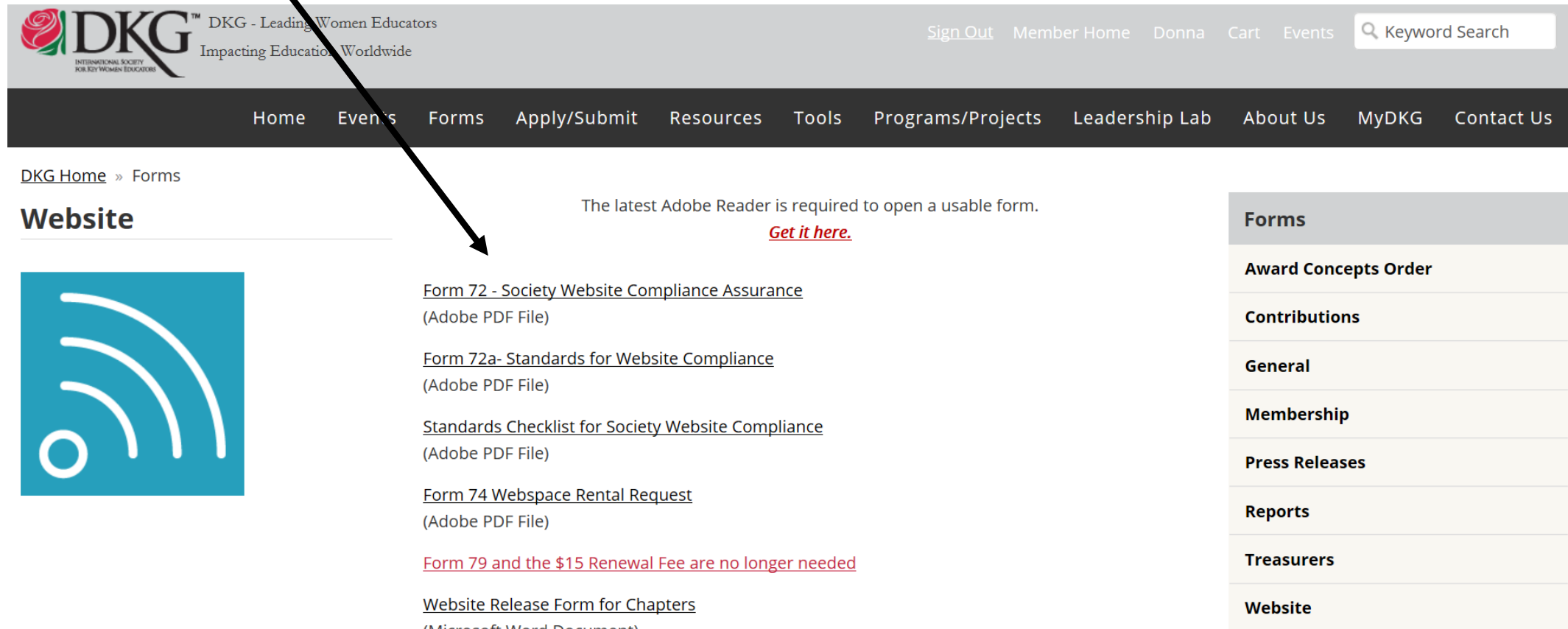
1st steps...

Log in to DKG International [username = member ID #; password = dkg2014society]

-Forms

-Website

...to access the compliance forms




DKG™ DKG - Leading Women Educators
INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
Impacting Education Worldwide

Sign Out Member Home Donna Cart Events

Home Events **Forms** Apply/Submit Resources Tools Programs/Projects Leadership Lab About Us MyDKG Contact Us

[DKG Home](#) » Forms

Website



The latest Adobe Reader is required to open a usable form.
[Get it here.](#)

- [Form 72 - Society Website Compliance Assurance](#)
(Adobe PDF File)
- [Form 72a- Standards for Website Compliance](#)
(Adobe PDF File)
- [Standards Checklist for Society Website Compliance](#)
(Adobe PDF File)
- [Form 74 Webspaces Rental Request](#)
(Adobe PDF File)
- [Form 79 and the \\$15 Renewal Fee are no longer needed](#)
- [Website Release Form for Chapters](#)
(Microsoft Word Document)

Forms
Award Concepts Order
Contributions
General
Membership
Press Releases
Reports
Treasurers
Website



Society Website Compliance Assurance Form 72

Please check the appropriate box:

- First-time compliance assurance Reassertion of compliance assurance

In order for your state organization/chapter website to be listed and linked from the international website, the site must comply with the [Standards for Society Website Linkage](#). State organization/chapter websites must complete this form assuring compliance with Society website standards.

Websites assuring compliance for the first time may submit a request form at any time. Websites that have previously assured compliance should **reassert compliance by October 31 of even-numbered years**.

- Forward your completed request form to Society headquarters: compliance@dkg.org.
- Once the completed form has been received (**be sure to complete page 2 checklist**), the Delta Kappa Gamma official seal of linkage will be sent for posting on your website. A link will then be added to the international website.
- Compliance with standards must be assured once each biennium, using current compliance standards (standards may change during a biennium).
- In all instances, **refer to your state by its geographical name not Greek name** (*Constitution* Article I, Section B.)

Date of submission _____

Geographical Name of State Organization (e.g. Alabama, Texas, Sweden) _____

Name of Chapter (if applicable) _____

Web Site Address: (http://) _____

Webmaster Contact _____ E-mail Address _____

Society Website Compliance Assurance Form 72

...this is your GOAL!!

Before you can meet that goal, you'll need to access the list of standards on Form 72A—these are standards that take you through EVERY step of the process for meeting compliance for International.

Beginning with...

Content Requirements to include:

1. Society name, chapter name, and state organization geographic locale at the top of each page.



PSI CHAPTER

EPSILON STATE (LOUISIANA) OF THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

2. One of the 3 trademarked Society logos on the top of the home page but not necessarily in the banner/header.

3. Current certification seal at the bottom of the page...first time applicers will receive the seal to place on your page.



Standards for Society Website Compliance Form 72a

Content Requirements to include:

1. Society name, chapter name, and state organization geographic locale (Ex. Texas) at the top of each page (If using Weebly, this area of the website is called "Title.")
2. One of three trademarked Society logos on the top of the home page but not necessarily in the banner/header.



3. Current certification seal at the bottom of the home page. (This only applies when compliance is being reasserted.) First time compliances will receive a seal when the process is complete.
4. Society Purposes, Mission, and Vision statements, all of which should be identified by title.
5. Links:
 - a. State organization websites - link to the Society website.
 - b. Chapter websites - link to the Society website and to state organization website.
 - c. Any link to a state organization/ chapter must be to a currently compliant website.NOTE: Only compliant chapter websites should have links on a state website.
6. Link to webmaster email on the bottom of the homepage. (Ex. MaryJones@gmail.com)
7. Title on every page.
8. Only Society graphics that are currently available on the DKG website are used.






Building a Website

*There are numerous free sites on which you can build a chapter website—[Weebly](#), [Google sites](#), and [Wix](#), to name a few. You can also build it on a site that your chapter pays for, BUT no matter how you build your website, you must follow the International Compliance Standards in order to be directly linked/connected/affiliated with The Delta Kappa Gamma Society International, as well as Epsilon State.

On Google, search list of free website builders:

<http://www.beautifullife.info/web-design/15-best-free-website-builders/>

(list of pros and cons for each Website, as well as a comparison chart as far as space and costs)

Website Builder	Sites Created	Web Templates	Storage Space	Usability	Prices
 WIX	110M	500+	500MB	Best	FREE or min \$5
 WebNode	30M	90+	100MB	Very Good	FREE or min \$3.95
 IM CREATOR ImCreator	17M	65+	50MB	Good	FREE or min \$9.95
 SITE123	n/a	185+	500MB	Good	FREE or min \$10.80
 weebly	50M	60+	500MB	Average	FREE

No matter the site you choose to build your Website, in order to make sure you retain the URL for the site you build, you will have to register the domain (URL/name), which will include a small yearly fee.

WIX

1. PREMIUM PLANS > 2. SUBSCRIPTION > 3. CHECKOUT

Upgrade Your Site with a Premium Plan

14 Day Money Back Guarantee on All Premium Plans

Website

Business & eCommerce

BEST VALUE

VIP

First Priority Support

\$ **29** /month

Select

UNLIMITED Bandwidth

20GB Storage

Pro

Complete Online Branding

\$ **19** /month

Select

UNLIMITED Bandwidth

20GB Storage

Unlimited

Entrepreneurs & Freelancers

\$ **14** /month

Select

UNLIMITED Bandwidth

10GB Storage

Combo

For Personal Use

\$ **11** /month

Select

2GB Bandwidth

3GB Storage



Beta Sigma, C Louisiana State 
The Delta Kappa Gamma Society International


The Delta Kappa Gamma Society International


Louisiana State 

Beta Sigma is a Chapter in the Central District of Epsilon State of The Delta Kappa Gamma Society International.

The mission of The Delta Kappa Gamma Society International is to promote professional and personal growth of women educators and excellence in education. The vision of The Delta Kappa Gamma Society International is "Leading Women Educators Impacting Education"

Meetings

Newsletters

Photo Gallery

- 4. Society Purposes, Mission, and Vision statements, all of which should be identified by title.
- 5. Links:
 - a. State organization websites - link to the Society website.
 - b. Chapter websites - link to the Society website and to state organization website.
 - c. Any link to a state organization/ chapter must be to a currently compliant website.
 NOTE: Only compliant chapter websites should have links on a state website.
- 6. Link to webmaster email on the bottom of the homepage. (Ex. MaryJones@gmail.com)
- 7. Title on every page.
- 8. Only Society graphics that are currently available on the DKG website are used.

6. Link to webmaster email @ bottom of homepage.

Webmaster: Mary Anne Russell marussell@bellsouth.net updated : January 30, 2018

- 7. Title [header] on every page of your website.
- 8. ONLY Society graphics that are currently available on DKG website can be used.

[DKG Home](#) » [Resources](#) » [Logos](#)



4. Society Purposes, Mission, and Vision statements...all identified by a title!

5. Links to Epsilon State and International. *Any link to current state/chapter site MUST have the seal from International.



Style Requirements:

9. Black or dark gray font color for body text on all pages. Titles and headliners may be a different font color.
10. Pale or white body background.
11. Clearly labeled, active links that allow readers to navigate easily between pages.
12. Publish only finished pages (i.e., with content).
13. Latest revision date of any part of the website listed in the bottom section of the revised and/or the home page formatted using month and year.

****Be careful with the color palette you select. You need dark gray or black font and pale or white body background. Clearly label your links and make sure they are active and easy to navigate. Publish only finished pages...don't mention a page if it's Under Construction. **Whenever you revise, make sure your latest revision date is on the bottom of that page or the home page.**

updated : January 30, 2018

Legal Requirements: Goals are Awareness and Compliance!

State or chapter organizations are responsible for the following legal requirements. Chapter and state organizations agree to indemnify and hold harmless and defend The Delta Kappa Gamma Society International. See Hold Harmless Policy for details.

1. Specific written consent files at state organization or chapter level for
 - a. Addresses (postal or electronic) and telephone/FAX numbers of any individual Society member.
 - b. News and/or photos of an individual or group
 - c. Copyrighted materials, used only with written permission of the owner of said materials. All works found on the Internet are copyrighted. **Do not** use without permission. Permissions provide the exact manner for displaying credit on a website.

Recognition that items such as passages, images, and any other original work are copyrighted is critical. ALL passages, images, audio and/or video recordings are copyrighted with or without a copyright symbol being shown. Citing the source does not give the right to use the work. Written permission from the copyright holder stating that permission is given to republish their work on a website or in a newsletter should be sought, received, and saved before the item is used. Failure to do so may result in financial and legal repercussions.

If requested by the Society, proof of written permission for use must be provided.

State or chapter organizations are also responsible for complying with the tenets of the Society.

2. No statement of religious or political affiliations.
3. No direct advertising except for International non-dues revenue partnerships for fundraising by members that benefit the state or chapter organization. A one-sentence acknowledgement of donation of an electronic site is acceptable. (Note: International non-dues revenue partnerships include Society jeweler, insurance partners and approved international affiliates. Fundraising by members does not include third-party business agreements.)

***International requires a form be completed by each member giving their permission for their personal information—whether pictures, addresses, phone numbers—be listed on the Website. (Website Release Form). This form—which must stay on file locally—will work for both your chapter and International requirements.**

***However, you don't want personal information on your Chapter Website—you can create a Google document in Excel (similar to the Louisiana State Directory) that only your members can access.**

State Directory Updates: If you have changes or corrections to your information, please contact Lori Myers. The state directory now includes contact information for state officers/personnel, past presidents, district directors, state committees, and chapter officers.

[Click to Access the Current 2018-19 State Directory](#)

Avoid Copyright Infringement

Whenever you use copyrighted information in a DKG newsletter or website, you must have written permission of the copyright holder for such use and have paid any license fee the copyright holder has requested before you use it.

Per Title 17 of U.S. Code, copyright protects “original works of authorship” that are fixed (with the aid of a machine or device) in a tangible form of expression. Copyrightable works include the following categories:

- literary works;
- musical works, including any accompanying words;
- dramatic works, including any accompanying music;
- pantomimes and choreographic works;
- pictorial, graphic, and sculptural works;
- motion pictures and other audiovisual works;
- sound recordings; and
- architectural works. (see <http://copyright.gov/title17/circ92.pdf>)

To seek permission from a copyright holder, include the following in your request:

- information about yourself and why you are requesting permission to use the material;
- identification of the title of the work that you want to use and the full name of the author/artist/photographer;
- identification of what rights you are requesting and how you will use the work; and
- a request for written confirmation that they are the copyright holder of the work and agree to give you the permissions requested, specifying under what terms the permissions are granted.

Written permission received either in a physical letter format or by email should be kept on file. Find the entire article "[What Every Discerning DKG Editor and Webmaster Needs to Know](#)" on the International Communications and Publicity Committee website page.

Suggested Content: Goals are Usefulness and Relevance!

1. The following state organization or chapter information:
 - a. Project and/or program activities
 - b. Officers of state or chapter
 - c. Schedule of meetings
 - d. Photos that illustrate the activities of the chapter or state organization
 - e. Appropriate governing documents –
 - i. State Organization: State Bylaws
 - ii. Chapter: Chapter Rules
 - f. Newsletters –
 - i. State: required
 - ii. Chapter: if applicable
2. Information that is current and updated regularly.

TIPS:

*Think about what is in your yearbook—it has all your chapter's vital information...so it's a great place to start or look if you need information.

These items, however, don't need to be on the website:

-Don't include addresses and phone numbers of members – it can be accessed in your yearbook.

-No political affiliations
-No advertising (This is all listed on the compliance forms!!)

Suggested Style Elements—Goals are Readability and Professional Look!

3. Sans serif fonts are recommended. Sans serif fonts are easier to read in an online environment. These fonts are very readable on a website: Arial, Calibri, Tahoma, and Verdana.
4. Body text of a medium size (similar in size to 12 point in print).
5. Titles and headlines with a larger font size than the body text.
6. Generally speaking, text should be left aligned. Titles may be centered.
7. Only text used as links should be underlined. Readers will assume an underline is a link.
8. Use bold sparingly.
9. Use several short pages that can be accessed from the navigation bar rather than one long page.



Society Website Compliance Assurance Form 72

Please check the appropriate box:

- First-time compliance assurance Reassertion of compliance assurance

In order for your state organization/chapter website to be listed and linked from the international website, the site must comply with the [Standards for Society Website Linkage](#). State organization/chapter websites must complete this form assuring compliance with Society website standards.

Websites assuring compliance for the first time may submit a request form at any time. Websites that have previously assured compliance should **reassert compliance by October 31 of even-numbered years**.

- Forward your completed request form to Society headquarters: compliance@dkg.org.
- Once the completed form has been received (**be sure to complete page 2 checklist**), the Delta Kappa Gamma official seal of linkage will be sent for posting on your website. A link will then be added to the international website.
- Compliance with standards must be assured once each biennium, using current compliance standards (standards may change during a biennium).
- In all instances, **refer to your state by its geographical name not Greek name** (*Constitution* Article I, Section B.)

Date of submission _____

Geographical Name of State Organization (e.g. Alabama, Texas, Sweden)

Name of Chapter (if applicable)

Web Site Address: (<http://>)

Webmaster Contact

E-mail Address

Complete the Society Website Compliance Assurance Form 72 (remember...this was your GOAL!!)

...and page 2 —a checklist that your chapter must complete that states that as a chapter, your website complies with the standards and that you will uphold these standards.

-The items on the checklist are the compliance standards!!

Make sure you complete the top of page 2, as well as the bottom—which asks for a name and your chapter name.

...then email Form 72 to International—address provided on the form!

We affirm that this website has been reviewed on [date] _____; that it complies with the DKG Website Standards; and that these Standards will be maintained. **Please check compliance with each standard, and mark off the list below:**

1. Home Page:

- a. One of three trademarked Society logos on the top of the home page but not necessarily in the banner/header.
- b. Current compliance seal at the bottom of the home page (if not first-time assurance).
- c. Link to webmaster's email on the bottom of the homepage.

2. Every Page:

- a. Society name, chapter name, and state organization geographic locale at the top of each page.
- b. Title on every page.
- c. Content on every page (no “under construction” pages).
- d. Black or dark gray font color for body text on all pages. Titles and headlines may be a different font color.
- e. Pale or white body background.

3. Overall Site:

- a. Society Purposes, Mission, and Vision statements, all of which should be identified by title.
- b. Latest revision date of any part of the website listed in the bottom section of the revised and/or the home page formatted using month and year.
- c. Proper links within Society levels:
 - State organization websites - link to the Society website; link to compliant chapter websites
 - Chapter websites - link to the Society website and to compliant state organization website.
- d. No use of DKG graphics other than those found on the resources page of the website.

...then wait...

....**patiently** as International reviews your website...

Once they approve your website, they will send you the official seal of linkage...which you must place on your Home page. This also insures your website will be linked directly from the International website.

...then, email the website address to our State Webmaster, Mary Anne Russell [marussell@bellsouth.net] and she will link your chapter website from Epsilon State's website.

****All websites have to be renewed on even years by October 31.**



...however, if you are interested in building the website directly through International—to rent server space through International—you must complete the Webspace Rental Request and pay \$36. You will be given directions once it is approved on how to upload the website. This server space is limited.

Getting your chapter or state organization a Website on the Society server is as easy as 1 – 2 – 3!

- 1. The designated chapter/state organization webmaster must completely fill in the information below and mail or fax with payment for one year to Society Headquarters. If the request is faxed, payment must be by credit card. Send faxes to the attention of Business Services Assistant: 512-478-3961.
2. To rent server space from the Society, the fee will be \$36 per year. Requests faxed to Society Headquarters MUST include Visa or MasterCard, billing information. Checks should be made payable to: The Delta Kappa Gamma Society International, and mailed with the form to P. O. Box 1589, Austin, Texas 78767-1589.
3. To provide reasonable price and affordable for state/chapter, Society Headquarters have a right to limit amount of space for each site.
4. If you have a Weebly or Google sites website, or are using another server, you do not need to rent server space. (If you are looking to only be linked to dkg.org, find Form 72 under Forms/Website.)
5. The designated webmaster will be notified by email when the site has been established and will be provided with comprehensive instructions for FTPing files to the chapter/state organization website.
6. For site design criteria, refer to the Standards Checklist for Society Website Compliance.

I am applying for (check one): [] State Organization Website [] Chapter Website

Name of State (i.e. Texas, Sweden, etc.) _____

Name of Chapter (if applicable) _____

Billing Contact:

Name: _____

Address _____

E-mail address _____

Phone Number _____

Web Master:

Name _____

Address _____

E-mail address _____

Phone Number _____

Credit Card Payment: [] Visa [] MasterCard

Total amount to charge

For ideas about how to organize your website, check out those linked from the International website. Go to the home page, scroll down...and click on SE, then on Louisiana.



Louisiana

Louisiana



[Louisiana State Organization](#)

[Louisiana Alpha Epsilon Chapter](#)

[Louisiana Alpha Lambda Chapter](#)

[Louisiana Beta Chi Chapter](#)

[Louisiana Beta Epsilon Chapter](#)

[Louisiana Chi Chapter](#)

[Louisiana Gamma Eta Chapter](#)

[Louisiana Psi Chapter](#)

[Louisiana Theta Chapter](#)

[Louisiana Upsilon Chapter](#)

We have 50+ chapters in Louisiana State...join this list and help the existing number of Louisiana State websites grow. 😊