

Supreme Temple Website Committee
Guidelines for Subordinate Temples
2010

General

- Subordinate Temples may create and maintain only one website.
- The design, content and domain name must reflect the standards of Daughters of the Nile.
- A Supreme Temple Website Review Committee shall be responsible for approving and reviewing the content and design of Subordinate Temple websites upon startup and periodically thereafter. The members of this committee may be the same as or different from the Supreme Temple Website Committee.
- A website proposal shall be submitted for approval prior to publishing. A "Proposal for Subordinate Temple Website" form shall be available through the Supreme Temple website at www.daughtersofthenile.com. The proposal shall include:
 - the name and contact information of the responsible webmaster;
 - the website URL;
 - the Hosting Company or URL of the primary domain (if publishing on a sub-domain of a concordant body such as the local Shrine Temple website);
 - basic content information;
 - a draft of the design;
 - date of anticipated publication.
- The responsible webmaster shall be the only individual with security access to upload and maintain the website; a copy of the security access and general instructions shall be kept under lock and key in the Princess Recorder's office.
- The Queen of the Subordinate Temple shall have ultimate responsibility for appropriate content and design.
- Subordinate Temple webmasters must comply with all decisions of the Supreme Temple Website Review Committee and must make any requested changes to their sites.

Design and Content

- All Subordinate Temple websites should include links to the Supreme Temple Daughters of the Nile website and the Daughters of the Nile Foundation website.
- Additional links should be limited to those within the fraternal organizations associated with Freemasonry and Shriners International.
- If requested, the Supreme Temple Website Committee may provide basic design and hosting assistance; however, the availability of technical assistance and programming will be limited.
- Graphics may be used; permission to use the Daughters of the Nile official trademark shall be requested of the Supreme Princess Recorder. Only official Daughters of the Nile logos may be used. Be mindful of copyright standards for

music and graphics.

- Directory information should be limited to first and last names of officers, unit directors, and/or committee chairmen within the Temple, unless the member strictly prohibits it. Any member may request that her name not be included on the website.

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- Unique contact email addresses should be created and used for publication to prevent the use of personal contact information. Examples may include Recorder@TempleDomain.com; Queen@TempleDomain.com; Sewing@TempleDomain.com; CharitableGiving@TempleDomain.com
- Sickness and distress should be limited to asking for cards and prayers for members. Members' privacy shall not be violated.
- Photographs shall be in good taste and should be limited to activities related to the Subordinate Temple, its units and clubs. Any member may request that her photograph not be published.
- Subordinate Temples may not publish photographs of children who are patients of Shriners Hospitals.

Additional information

- If the server on which the website is hosted generates pop-up ads that are not under the control of the webmaster, a disclaimer must be posted to the website.
- Each Subordinate Temple is responsible for all costs associated with its official website, including domain registration, website hosting, website design, training and security.
- Subordinate Temple websites shall be reviewed annually by the Supreme Temple Website Review Committee.

Standardized Basic Site Map: The following is a basic suggested layout for a Subordinate Temple website. Each site will differ depending upon the traditions, activities and membership of the Subordinate Temple. The site may be very simple with only one or two pages, or more involved with multiple pages. It is important to remember the audience will include both members and nonmembers.

Home Page

- Who we are and what we do (See Supreme Temple Website)
- When and where we meet
- History of local temple

Executive Page

- List officers for the current year; may include photos
- Message from the Queen

Units and Clubs Page

- List and describe the units of the Temple; may include photos
- Include information on meeting times and places; contact information

Organizational Highlights Page

- Calendar of activities
- Fundraising activities
- Temple events

Membership Page

- See information on Supreme Temple Membership page
- Contact information for Subordinate Temple

Charitable Giving/Hospital Requests Page

- Include link to Supreme Temple pages
- List any Temple activities/projects in support of Shriners Hospitals for Children ®

Contact Us Page

- Link to Princess Recorder's Office

- Link to Webmaster
- Link to other pertinent officers and committee chairmen



Proposal for Subordinate Temple Website

Before publishing a Subordinate Temple website to the World Wide Web, the following information shall be provided to the Chairman of the Supreme Temple Website Review Committee.

Jennifer Blake, Past Queen
webmaster@daughtersofthenile.com

Name of Webmaster: _____

Webmaster Email Address: _____

Webmaster Telephone Number: _____

URL of proposed site: _____

Name of Hosting Company (or URL of primary domain):

Date of proposed publication:

Please attach a basic design and proposed site map.

Social Media Guidelines

It is the belief of the Web Site Committee that Social Media (Facebook, LinkedIn, Twitter, Google +, and others) should be used for the good of Daughters of the Nile and the local Temples.

Local Temples, as well as “groups,” are therefore encouraged to create and maintain these accounts.

The following should be kept in mind when doing so:

1. Notify the Supreme Temple Web Site Committee (webmaster@daughtersofthenile.com) of any and all social media networks your Temple and/or group uses, as well as the administrators name and e-mail address.
2. Is the group “open” or “closed” and what are the requirements to join?
3. Who is your “target audience” and how do you plan to use the Social Media network?
4. Somewhere in the “About” section of the account, include the following disclaimer:
The opinions expressed on this site are not necessarily the opinions of Daughters of the Nile or Daughters of the Nile Foundation or their affiliates.
1. Remember that social networks should be used for the good of Daughters of the Nile and local Temples - and members should be mindful of this when posting

Temples and groups wishing to create or maintain a Web Site should provide the Web Site Committee with the following information:

1. Name, phone number and e-mail address of Webmaster.
2. URL of proposed site:
3. Name of Hosting Company (or URL of primary domain):
4. Date of proposed publication
5. A basic design and proposed site map.

This information should be submitted for every social media and/or web site account belonging to a Temple, however, it may be submitted simultaneously if multiple accounts are created at the same time.

Nile Love,

Jen Blake, PQ Ismah Temple No. 119
Chairman, Supreme Temple Web Site Committee