**CONTACT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | | |
| **Email address** |  | | |
| **Date of request** |  | Deadline for update to the website *(no less than 1 week is preferred)* |  |

**WEBSITE UPDATES**

|  |  |  |
| --- | --- | --- |
| **PAGE** | Indicate website **page title** and location on the page that the update is needed.  *Be specific!* Either describe the location or take a screenshot (command+shift+4 on a Mac) or snipping tool (Windows PC) |  |
| **ADD or REPLACE** | Indicate whether we **adding** content to what is already there or **replacing** current content with new information |  |
| **NEW WEB CONTENT TYPE** | **New Website Text**  Type new text here or, if lengthy, attach a word document that reflects the text to be added (or replaced) |  |
| **Document(s)**  Insert the name of the document(s) here and attach the files to the email request |  |
| **Images**  Insert name of the image files here and attach .jpg images to the email request. |  |

**APPROVALS**

|  |  |  |
| --- | --- | --- |
| *Indicate which chapter officer approved this request* | | |
|  | **2020-2021 officers** | **Potential content to approve** |
|  | Chapter President: Jeanette James | *Fund development, scholarship, general info* |
|  | Vice President/ Membership Chair: Phyllis Turner-Brim | *Calendar entries, membership information* |
|  | Program Chair: Marcella Fleming Reed, Angela Mitchell-Corbin, Mary Pugh | *STEAM, youth awards event* |
|  | Recording Secretary: Beth Salaguinto | *Minutes, archival records* |
|  | Corresponding Secretary: Joanne Harrell | *Purse roster, handbook* |

**SUBMISSION**

Submit this form and the supporting information via email to the Technology Chair ([janine@drjaninejones.com)](mailto:janine@drjaninejones.com)) and to the Chapter Officer that approved the website change in the cc line. Insert the following into the subject line: “Links website update (#####)” *(##### is a brief description of the change*).

Sample subject line: **Links website update (add meeting minutes)** or **Links website update (change logos)**