



## Checklist for Society Websites

Use this checklist to help insure that your Society website is approved for certification. The certified link request is available on the society website <[www.dkg.org](http://www.dkg.org)> in the **Library** section.

- The name of the organization as well as the Greek and geographical name of the state in which the chapter is located are in the header.
- The Mission Statement and the Seven Purposes are displayed.
- The background is white or a light color.
- Web-friendly fonts are used. These include Arial, Verdana, Trebuchet, and Times New Roman.
- Each web page is dated as to its latest revision.
- The email address or email link for the Webmaster are available on the website.
- Written consent has been obtained for using name, photo, contact information, or news of any group or person on the website.
- Written consent for use of copyrighted material has been obtained and attribution is made.
- There should be no advertising of any kind. Acknowledgment of donation of web services is acceptable.
- Content is of sufficient scope to reflect the chapter or state. (Programs listed, projects illustrated, officers listed, by-laws displayed, newsletter available, photos of meetings and projects, etc.)
- Information is current and updated at least quarterly.