

Guidelines for Subordinate Temple Websites and Social Media Accounts

It is the belief of the Supreme Temple Website Committee that social media (Facebook, Instagram, LinkedIn, Twitter, and others) should be used for the good of Daughters of the Nile and the Subordinate Temples. Subordinate Temples, as well as their units and clubs, are therefore encouraged to create and maintain these accounts.

The following should be kept in mind when doing so:

- Notify the Supreme Temple Website Committee (webmaster@daughtersofthenile.com) of any and all social media networks your Temple uses, as well as the administrator's name and e-mail address.
- Is the group/page/account "open" or "closed," and what are the requirements to join or connect?
- Who is your "target audience," and how do you plan to use the social media network?
- 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.
- Remember that social networks should be used for the good of Daughters of the Nile and Subordinate Temples, and members should be mindful of this when posting.

Subordinate Temples (and their respective clubs and units) wishing to create or maintain a website should provide the Supreme Temple Website Committee with the following information using the *Proposal for Subordinate Temple Websites* form available at <https://daughtersofthenile.com/wp-content/uploads/2020/03/Proposal-for-Subordinate-Temple-Website.pdf>

- Name, phone number, and e-mail address of the Subordinate Temple webmaster.
- URL of proposed site
- Name of hosting company (or URL of primary domain)
- Date of proposed publication
- A basic design and proposed site map

This information should be submitted for every social media account and/or website belonging to a Subordinate Temple and/or its units and clubs. This information may be submitted simultaneously if multiple accounts are created at the same time.

Nile Love,

Debbie Reed, PQ

Akielo Temple No. 128

Chair, Supreme Temple Website Committee