

**Kansas State Society Daughters of the American Revolution
State VIS Guidelines**

PUBLIC sites are open to the public and promote DAR activities, encourage DAR membership, provide accurate information about DAR, provide a place to answer questions from prospective members, and may engage prospective members in discussion about the National Society. **Public sites are NOT for the purpose of communicating or discussing DAR chapter or state business.**

PRIVATE sites are closed or password protected and for viewing by **DAR members only**. DAR member verification is required to access them. They are used to discuss DAR business, post notices, share newsletters, and communicate within the chapter or state. Every effort must be made to keep these closed pages or private groups from public view. A minimum of two (more is recommended) administrators is required.

PUBLIC/PRIVATE FACEBOOK/TWITTER/INSTAGRAM sites must invite the State VIS Chair as a member of the group. Temporary administrative privileges may be requested for monitoring purposes. **Credentials for account (user name, password) must be given to the Chapter Regent/State Regent and to the Chapter/State VIS Chair for their permanent records.** This is best accomplished by creating a “Chapter Account” (IE: Polly Ogden) to be the owner/administrator as a backup in emergencies. Member account must **not** be a shared account and reflect the real name of the account holder.

NOTES ON OWNERSHIP AND RESPONSIBILITY No single person or chapter owns any online presence (no copyright on pages). **The State Regent is ultimately responsible for any online presence in her state.** Chapter and state websites and pages must receive the approval of the State Regent, or her designee, and NSDAR. **Credentials for any website or account (user name, password) must be given to the Chapter Regent/State Regent and to the Chapter/State VIS Chair for their permanent records.** All page administrators, both public and private, are responsible for the pages they manage, and the accuracy of the information contained therein. They must be prepared to speedily execute requests from their state organization and the National Society.

EMAIL AND CONTACT CHANGES Email address and contact changes shall be sent to viscontact@nsdar.org and to the state VIS Chair, if requested. Include the old and new email addresses and identify yourself as administrator or chapter/state email contact. Daughters will also notify their chapter registrar to update e-Membership.

Social Media Disclaimer

Use this one for Facebook -

The content contained herein does not necessarily represent the position of the NSDAR. Hyperlinks to other sites are not the responsibility of the NSDAR, the state organizations, or individual DAR chapters.

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Use this one when you have limited characters' spaces –

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**NSDAR Online Requirements and Guidelines  
Including All Websites and Social Media**

**PAGE REQUIREMENTS**

**Name of chapter, chartered city, and state appear at top of home/landing page.**

**Email link** or button for membership information is present and prominent on every page.

**Must have at least two contacts or administrators** with different email addresses.

**Webmaster or administrator link** appears on every page. "Last Updated" date should appear on the bottom of each web page.

**Disclaimer** must appear on every page: The content contained herein does not necessarily represent the position of the NSDAR. Hyperlinks to other sites are not the responsibility of the NSDAR, the state organizations, or individual DAR chapters.

**DAR INSIGNIA USAGE:**

**The DAR Insignia may NOT be used on websites or social media.** For more information regarding DAR Insignia usage, please refer to the NSDAR Insignia Committee webpage.

**DAR LOGO USAGE** Download correct registered® version: Member Resources, Download Graphics and also the new Tennessee logo.

**PUBLIC SITES**

**Public sites** carry the DAR name. Only post items that further the objectives of the DAR. Content is of interest to non-DAR members and in keeping with the Society's objectives of historic preservation, education, and patriotism. Site shows the chapter's activities in promoting the DAR objectives.

**NSDAR is not directly quoted**, but is linked to, instead. Examples: Eligibility requirements, scholarship information, DAR schools.

**No selling, fundraising, politics or campaigning** of any kind. Links may NOT be provided for the purpose of selling any goods or services. Nothing is to be sold on any public web or social media site and links are NOT provided for the purpose of selling.

**Grammar and capitalization** comply with the current VIS Style Guide. Follow the DAR Spokesperson Policy Statement PR-0014. No derogatory remarks about DAR, allied organizations, or individuals are to be posted. A zero-tolerance policy will be enforced.

**Monitor discussions** to be sure they are accurate, appropriate, and pertain to the mission of the NSDAR. Post corrections and new information quickly.

**Inappropriate information** or comments are to be removed. No internal DAR business is displayed: no newsletters, yearbooks, directories, invitations, etc.

**Chapter calendars** are for public view