

CALUMET COUNCIL WEB PAGE GUIDELINES (Revised 12/04/02)

The following guidelines will be in effect for the transition to the new Calumet Council Web site www.calcouncil.org and will strictly be enforced. Michigamea Lodge 110, who has delegated the operation of the web site to the Michigamea Communications Committee, maintains the council web site and server space as a service to the council. The Publications Committee meets at 7:30 PM before each Lodge Executive Committee Meeting.

1. There will be a total of 12 directories available for use on the site as follows:
 - A. Calumet Council Home Page
 - B. District 5 Page
 - C. District 6 Page
 - D. District 7 Page
 - E. District 8 Page
 - F. District 11 Page
 - G. District 12 Page
 - H. Camp Betz Page
 - I. Training Page
 - J. Special Events Page
 - K. Scout Shop Page
 - L. Order of the Arrow Page

Additional Pages (directories) may be added as necessary

2. Programs and Special Events of the Calumet Council may petition the Communications Committee for a directory and web space, if they have a proposed WEBMASTER.
3. Each directory will have an allotment of 5 MB of server space. Pagemasters may petition to the Communications Committee, after obtaining the approval of the Council Webmaster, for additional space, which extra space, if granted, may be revoked by the committee at any time.
3. There must be a single person designated as PAGEMASTER for each of the pages in order to have content published on the server.
5. PAGEMASTERS will be required to attend periodic meetings of the Michigamea Lodge Communications Committee in order to continue to serve as PAGEMASTER. If a PAGEMASTER is not present at 3 consecutive meetings he/ she may be replaced, and all content of the page may be removed at the discretion of the Council Webmaster. Meetings will be held before each Lodge Executive Committee Meeting. It is recommended that PAGEMASTERS are members of Michigamea Lodge, however this is optional.
6. All pages and links to other pages will comply with the National BSA Guidelines for WEB pages. Most importantly, no page or link to a page from the Council Site may contain advertising banners.
7. Each of the 12 pages will have a separate directory to isolate it from other content on the WEB site.
8. Each PAGEMASTER will publish his/ her email link in order to facilitate communications from users. PAGEMASTERS will also keep an up to date email address registered with the COUNCIL WEBMASTER.

9. PAGEMASTERS have complete control over the content of their pages as long as they comply with the aforementioned National BSA Guidelines. Sub-directories may be created for such purposes as Chapter OA Page. PAGEMASTERS are expected to keep their page up to date. The Communications Committee may remove pages or content that is several months out of date.
10. The publications committee reserves the right to maintain and govern the overall WEB Site and may require PAGEMASTERS to change or delete content that is deemed inappropriate by the committee. All PAGEMASTERS are members of the communications committee.
11. PAGEMASTERS agree to safeguard the passwords needed to load data onto the website. Said passwords may be changed at any time by the COUNCIL WEBMASTER (who will then forward the new password to all registered pagemasters)
12. These guidelines may be amended as appropriate.

.WEB PAGE INFORMATION

Each District may dictate the content of their WEB Page. Pages that are not part of a district, such as the Council Home Page and Camp Betz Page will contain content as follows:

1. Calumet Council Home Page
 - A. Council Information page(s) (Council Calendar, Scouter Newsletter, etc.) and general information.
 - B. Links to District Directory (District WEB Page list)
 - C. Link to BSA Forms
 - D. Link to Training Page
 - E. Link to OA Page
 - F. Link to Training Page
 - G. Link to Camp Betz Page
 - H. Link to Venturing Page
 - I. Link to Special Events Page
2. Order of the Arrow Page
 - A. To be determined by Lodge Executive Committee & WEBMASTER
 - B. Link to Calumet Council Home Page.
4. Venturing Page
 - A. To be determined by Venturing Executive & WEBMASTER
 - B. Link to Calumet Council Home Page.
5. Camp Betz Page
 - A. To be determined by Camp Betz Committee & WEBMASTER
 - B. Link to Calumet Council Home Page.
6. Training Page
 - A. To be determined by Council Training Committee & WEBMASTER
 - B. Link to Calumet Council Home Page.
 - C. **JLT** Information and forms.

7. Special Events Page

- A. Cub Camp Information
- C. Special Council Events at the request of event Committee Chairperson
- D. Other event information as requested by Council Office
- E. Link to Calumet Council Home Page

Revision: The revision of 12/04/02 was made to indicate the council domain name and also remove references to Learning for Life and Exploring as well as reference to links to National BSA web site to comply with National Guidelines