

Southern Arizona Al-Anon Information Services, Inc.
Web Content Change Submission Form

[To facilitate archiving please send this form electronically to: webmaster@so-az-alanon.org]

Attention: *Before the Website Coordinator will make any changes to the Southern Arizona AIS website, this form must be completed and accompany the requested change. Please read Procedure for Changing Website Content on page 2 if you have any questions on who may request changes to specific areas of the website.*

Special Note: *Routine monthly reports from coordinators, such as Al-A-Note, AIS Liaison, Treasurer, etc., that regularly are in the Members section DO NOT have to complete this form.*

1. Today's date:

2. Submitted by:

3. AIS position of person making submission:

4. Web page(s) affected by submission (check all that apply):

Home page

Meetings

Newcomers

Events

Literature

Members

Service Sponsorship Other (please describe):

5. Nature of change(s) submitted (check all that apply):

Adding information on a page

Deleting information on a page

Revising information on a page

Adding an entirely new page

Deleting an entire page

Proofreading issues on a page

Other (please describe):

6. Website Coordinator Name:

Changes implemented on (date):

Submission does not follow Procedure (please explain):

Procedure for Changing Website Content

As per the job description, the Website Coordinator is not responsible for web content. Content changes not addressed in this document must be submitted in writing to the Southern Arizona AIS Alternate Chair for inclusion on a Steering Committee agenda. To be clear and precise, "content changes" include modification of existing pages (additions and deletions); addition of entirely new pages; and the deletion of entire pages. "Content" includes not only the editorial "message," but also issues with presentation (proofreading/revisions).

1. Website content changes and additions (hereinafter simply "changes") are the responsibility of those described below in this document.
2. The Website Coordinator will execute changes only with an accompanying **Web Content Change Submission Form** (page 1). Questions concerning submissions may be directed to the Chairperson and/or the Steering Committee. The Coordinator will archive all submission forms in an electronic folder.
3. Only the Chair or Alternate Chair may communicate **Home** page changes to the Website Coordinator.
4. **Meetings** page changes will only be submitted by the Meeting List Coordinator. In the event this position is vacant, the Chair will submit the information or appoint a Steering Committee member to submit the information until the position is filled.
5. **Newcomers** page changes may be submitted only by the Chair or Alternate Chair.
6. Items listed under **Events** must be sponsored by a Southern Arizona Al-Anon group or district; the Area; or WSO. Or, the event must have Al-Anon participation by above referenced entities. Items for this page may be submitted by any Al-Anon member.
7. **Literature** page changes will only be submitted by the Chair, Alternate Chair, or Office Manager.

Members page changes will only be submitted by the AIS officers or coordinators. Below are a few examples of specific submissions for reports and information:

- Financials (treasurer)
 - Guidelines and Job Descriptions (AIS Chair or Alternate Chair)
 - Al-A-Note (editor)
 - Alateen information (Alateen Coordinator)
 - Service Sponsorship (Chair or Alternate Chair)
 - AIS Liaison Reports (AIS Liaison Coordinator)
8. Only the Chair or Alternate Chair may direct changes in content on following Members pages:
 - Service Sponsorship
 - AIS Guidelines
 - AIS Position Descriptions
 9. Routine monthly reports from coordinators, such as Al-A-Note, AIS Liaison, Treasurer, etc., that regularly are in the Members section **DO NOT** have to complete this form.