



NSDAR Online Guidelines

Including All Websites and Social Media

PUBLIC

These 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

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.

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.
- ◇ 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

Download official DAR versions: [Member Resources](#), [Download Graphics](#)
If used, it must be sharp and in the top center or left on any page. No text or graphics shall appear higher than the top star of the DAR Insignia. Include copyright statement on any page the DAR Insignia appears:

The DAR Insignia is the property of, and is copyrighted by, the National Society of the Daughters of the American Revolution.

DAR LOGO USAGE

Download correct registered ® version:
[Member Resources](#), [Download Graphics](#)

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.

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.
- 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.
- State/national business dates are not listed.
- Under no circumstances shall national numbers or GRS information be shared on any public page. This is NSDAR proprietary information.
- For safety and protection of members, it is strongly advised that meeting locations not be listed on chapter/state web pages. List an email contact, linking the position not the name, for further information.
- Names and images of all persons on the site are used with permission. Use DAR form [PR-3000](#) for both members and non-DAR members. Keep signed permission forms on file.
- Child's name, photo, and identifying information are not to be posted without the written permission of the parent or guardian.
- Per the Flag Code, the flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature and should never be used for advertising purposes in any manner whatsoever. Therefore, please do not use the flag as your website banner.
- DAR is a non-political organization. No politics shall be discussed on DAR sites.

LINKS TO OTHER SITES

- Links shall help visitors find information to assist them in becoming members.
- Links to approved, recognized, public NSDAR sites are allowed.
- Links to other sites are to open in new window.
- Members-only web pages may be linked from public web pages but must be password-protected.

APPROVAL PROCESS FOR NEW SITES

- Contact the state VIS chair for the procedure in your state.
- The State Regent will request approval from the VIS national vice chair of website approval: visapproval@nsdar.org.
- A sample approval request may be obtained on the [VIS Committee page](#).
- Administrators may be asked to make changes at any time during the approval process.
- New sites will not be linked until approved.
- Sites may be unlinked from DAR.org if any of the above guidelines are not followed.