



Below are the Social Media guidelines for items that are to be posted on the National Website, National Facebook, National Instagram and National LinkedIn Page. These guidelines will help you to determine which category(ies) to check on the request form, found below.

The National Website (our business page).

Examples of information to be posted on this site:

- a. New Chapter Inductions
- b. New members to your chapter
- c. Chapter recognitions
- d. Scholarships and Awards
- e. Founders' Day celebrations
- f. National Conclave information

The National Facebook and National Instagram (our social media pages).

Examples of information to be posted on these pages:

- a. Fundraisers
- b. Conclave events
- c. Community services
- d. Social activities
- e. Individual and chapter recognitions

The National LinkedIn Page - (our networking page).

Examples of information to be posted on this page.

- a. New job/promotions
- b. Becoming an elected, re-elected or appointed official
- c. Assumed another important leadership role in your community
- d. Looking to hire or want to network with other Chum Sisters

Please note that some of your submissions may qualify for all, the National Website Page, National Facebook, National Instagram and LinkedIn pages. It is important to work closely with your ambassador when you are checking the appropriate Website/Facebook form box.

CHUMS WEBSITE/FACEBOOK /INSTAGRAM/LINKEDIN REQUEST						
Chapter Name						
Contact Name		Email:		Phone#		
Date of Event						
Event Type	Fundraiser	Project	Anniversary	Other:		
Document Type	Word	Excel	PDF	Image		
DOCUMENT(S) INFORMATIONc						
Document Name	Document(s) save as:	Preferred Location on Website ___ Facebook ___ Intstagram ___ LinkedIn ___		Caption for the Document		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
Comments from Submitter						
WEBSITE / FACEBOOK/ INSTAGRAM/ LINKEDIN/APPROVAL						
Chapter President Approval/Signature				Date:		
National Officer Approval/Signature				Date:		
Comments from Approvers						

Important Instructions:

- Complete the Website Form in its entirety.
- Forward the form and attachments to your Chapter President for Endorsement. Chapter President forward it to the Region Ambassador: _____ Email _____.
- Region Ambassador forwards all documents to Chum Viola Burton Mitchell violajim2@aol.com for Review/Approval.
- Chum Viola will forward approved form and attachments to the Technology Committee.
- Technology Committee will post approved requests within 3 to 5 business days. _____
- All approved requests should be submitted to: info4chums@gmail.com
- Any requests submitted without the approval of the Chapter President and National Representative will be returned.
- You will receive a confirmation email once your information is posted.