

Web Site Checklist

Create a 1 page document – that tells the story of your club. Then use that page to update all levels of your web presence. (you can also give it to volunteers to be sure is posted in newspapers, facebook and other social sites)

- 1- First Step!
 - a. What is the Name of Your Club
 - b. What is your area and State (remember it is the web)
 - c. How can you be contacted?
- 2- Meetings
 - a. When do you meet?
 - b. Where do you meet?
 - c. How much do meetings cost?
 - d. Who do they contact about attending?
- 3- Joining
 - a. How much are dues?
 - b. How do you pay?
 - c. When do you pay?
- 4- Educate and Engage
 - a. What are your special activities
 - b. What makes your club Republican Women in action
 - c. How will they help you make a difference
 - d. How will you help them feel like they belong

Once you have this document – you can use it over and again.

- 1- Check your web site to make sure these details are clear and up front
- 2- Send to the webmaster at CFRW along with your goldsheet (directions are available at www.cfrw.org)
- 3- Login to www.cfrwnd.org and use this info to update your club landing page. (instructions are at resources/internet tips on the site)
- 4- Login to your page at www.nfrw.org (find your club and then click the link at the bottom to edit your information.

So make sure you have a clear message in all 4 locations – and use this same information to be sure your board, members and all potential women know how to find you, participate and get engaged in the Republican Women's Federated.

IDEAS: use on facebook – for club or northern division, share with other Republican organizations that keep a calendar, send to newspapers, turn into a brochure, handout to others when out and about.