Item No.
Yes/No

1. The unit's Web Site was approved by a majority vote of the unit on: *(date)* _____ .
2. This material is positive in nature?
3. The material is optimistic?
4. The material is accurate in its information: Historically?
5. Statistically?
6. Factually?
7. The material has been reviewed for spelling.
8. No portion of the Rituals, Degrees or the Unwritten Work are revealed.
9. No other information of a confidential nature such as private business or unit's minutes are revealed.
10. The information has been checked as regards to the following rules: No use of profanity.
11. Professionalism is maintained.
12. All quotes state their source.
13. All sources are quoted where Web-sites, newsletters, press releases and other publications are quoted.
14. No personal information is made public without the persons permission.
15. All comments and suggestions are positive and constructive.
16. Copyright laws are respected. No material included violates copyright laws.
17. Web Site advertisements are in keeping with the principles of the Order.
18. No similar information, part of it or all is given in the same language on any WWW Home Site higher in the hierarchy of the Order e.g. Jurisdictional Web Site, SGL Web Site, etc.

All No-answers are explained here: Item No.

_____ _____

_____ _____

_____ _____

F L T

I.O.O.F.
The Sovereign Grand Lodge

Web Site Information Booklet

The Sovereign Grand Lodge Web Site
WWW.IOOF.ORG

Monitored by the
Communications Committee

Signature: _____

(Presiding Officer)

Date: _____

Quality Control Check List

If an Odd Fellow unit (lodge / encampment) intends to set up a Home Site on the Internet, it must previously fill out this checklist and send it to the jurisdictional Webmaster.

If there is some doubt concerning one or more items the lodge must wait for clearance before making the Home Site public.

Name and Number of unit: _____

Languages: _____

The items are intended to:

- Promote communication among members: ☐
- Share Order related information and programs: ☐
- Educate the membership: ☐
- Attract interest from non-members: ☐

Submitted to the jurisdictional Webmaster on:

(date) _____ _____, 2_____

Date:

can make the page hard to read.

3). Figure out how to mark your text with HTML tags.

There are several HTML summaries on the web. Here is one:

- Look at the markup in pages that you would like to imitate.
- Ask for help. Send a note describing what you want to do to the Webmaster.

4). Tell us about your web page…… so that we can add it to the list for others to see and imitate!

There are _____ *(No.)* items on page 16, with a NO-answer on the check list. These items and material affected will not be made public before approval by the jurisdictional Webmaster.

Home Site Address: _____

The lodge Webmaster: _____

(name)

E-mail address: _____

(lodge Webmaster)

Signature: _____

(Presiding Officer)

_____

Seal of the Lodge

Quality Control Check List continued

Independent Order of Odd Fellows
Home Site

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1-800-235-8358

Our current management methods are not compatible to the management of the internet. The difference is like producing a pamphlet verses making a telephone call.

How to Get a WWW Site for Your Lodge

1). Find space for your web page.

Free web space will be limited to 500KB or 1 MB of storage. That can hold plenty of text, but only a few images.

- Your lodge can have a page on this server, but updates will have to go through the Webmaster.
- Find a friend who runs a web server. Ask them if they can let you have a free web page. Recruit them into your lodge (so that they can maintain your lodge's web page).
- Check with your ISP (Internet Service Provider) to see if it offers free web pages to subscribers. CompuServe does.
- If your ISP doesn't check this list from Yahoo to see if one of these providers will give you one.

- If your community or city has a web presence, check if they can include a page for you.
- If you cannot find a free page and your lodge is willing to pay for space, check this list of budget web providers or search for Web presence providers.

2). Decide what should be on your page.

- At a minimum, tell where your lodge hall is, perhaps include a map, what lodges, encampments, cantons and auxiliaries meet there when.
- Include a contact point, either a telephone number that will be answered, preferably by a person, but an answering machine will do, or an e-mail address.
- SGL has a committee working to define Internet and WWW guidelines for Odd Fellows and Rebekahs.
- Look at the other individual lodge pages for ideas.
- Use graphics with restraint. Images use up web space fast, and make the page slower to load. A poorly chosen background

Communications Committee Views:

Some important parts of the work of the Communication Committee depend on the actions by The Sovereign Grand Lodge or The SGL Executive Committee. To advance the use of the internet, the committee still needs support by The SGL on the following items:

The Communication Committee feels strongly that design and monitoring of official Odd Fellow use of the web must remain simple, decentralized, voluntary, enthusiastic, self supporting, humanitarian, informative, technological, and kept current.

It appears that many Grand Lodges have no Jurisdictional Web Sites. Increased efforts will be needed to encourage and support Grand Lodges in establishing their Jurisdictional Web Sites.

Discussion:

To guide the Internet business of the Order, we have to get to those involved on all levels, who know the internet and understand its possibilities and problems: The SGL Communications Committee; All Webmasters; All committees - in-house and outside.

Getting Web Site Designers:

We strongly encourage the use of voluntary consultants to help you set up your Site. There are plenty available people inside the Order and others can be found at local high schools and colleges. If you do decide to hire a professional consultant. be sure you know what you want.

Remember when designing your site that this is an international Order and that your Web Site will be viewed by people all over the world.

The voluntary consultants are on your side. They are your friends! They can be of use to you - if you know how to utilize their help. Read and let all your co-workers read: How to Get a WWW Site for Your Lodge.

Legislation approved in 1996 by The Sovereign Grand Lodge and placed in the Code of General Laws, Independent Order of Odd Fellows, Chapter II, Section 11 (9) Page 22-23.

(9) The Committee on Communications shall consist of a general chairman and four other members; two from the United States, one from Canada, one from the European Jurisdictions and one from Australasia. Initially the Sovereign Grand Master shall appoint two members to a three year term, two members to a two year term and one member to a one year term; thereafter they are appointed to a three year term upon the expiration of their term. Each appointee shall be computer literate and have access to the Internet.
Appointments are to be confirmed by The Sovereign Grand Lodge.

(a) The Committee shall develop for approval of The Sovereign Grand Lodge, or the Executive Committee when not in session, the operational guidelines and controls for establishment, performance and maintenance of the Internet for the official use by the Independent Order of Odd Fellows in each jurisdiction throughout the world. In addition, the Committee shall be responsible for organizing the review and control procedures for current and developing communication structures, including the new multimedia technology and fraternal press publications supported by the Order.

(b) Upon acceptance of the strategic plan for the official Internet operations, the Committee shall be responsible for supporting Grand Bodies who wish to join the Internet under the terms of the approved guidelines. The Sovereign Grand Master shall appoint a Sovereign Grand Lodge Webmaster to operate The Sovereign Grand Lodge Web Site. Participating Grand Bodies shall appoint a member to act as Jurisdictional Grand Lodge Webmaster.

(c) The content of the Web Site of The Sovereign Grand Lodge will be the responsibility of the Sovereign Grand Lodge Webmaster, who shall keep it in compliance with the approved guidelines. The content of each Jurisdictional Web Site will be the responsibility of the appropriate Jurisdictional Grand Lodge Webmaster, who shall keep it in compliance with the approved guidelines. Each individual Web Site created by a local unit shall come under the supervision of the Webmaster of the unit's chartered Grand Body, and shall comply with the approved guidelines.

(d) Technical support and guidance of Jurisdictional Grand Lodge Webmasters shall be the responsibility of the Committee on Communications. The Committee shall monitor the performance of each jurisdiction to evaluate compliance with the approved guidelines.

Report of the Communications Committee approved by The Sovereign Grand Lodge in 1996.

Internet Guidelines The Sovereign Grand Lodge, I.O.O.F.

1. The Internet and the World Wide Web are public media, like newspapers and magazines. The guidelines for what information should be put on the Internet are the same as the guidelines for what information can be put in a press release or newsletter.

a. All communications and postings should be positive, optimistic and accurate.

b. No portion of the rituals, degrees or the unwritten work of the Order may be posted.

c. No other confidential information, such as private business, units minutes, etc., shall be placed on public access areas of the Internet. 2. The basic goals of I.O.O.F. Web Sites are to promote communication among members, to share Order related information and programs, to educate the membership and to attract interest from non-members. 3. The I.O.O.F. Web Sites shall be organized in the following hierarchy:

First: There shall be one Sovereign Grand Web Site as the major or highest Web Site.

Second: There shall be a Jurisdictional Web Site for each Grand Body which chooses to provide one.

Third: There are individual unit Web Sites provided by Lodges, Encampments, et cetera.

4. The Sovereign Grand Lodge Web Site is under the authority of The Sovereign Grand Lodge. A Sovereign Grand Webmaster, appointed by the Sovereign Grand Master, shall maintain and oversee the information placed on The Sovereign Grand Lodge Web Site. The Sovereign Grand Webmaster shall ensure that all information which might be questionable in nature is approved by The Sovereign Grand Lodge or The Sovereign Grand Lodge Executive Committee when The Sovereign Grand Lodge is not in session, before being placed on The Sovereign Grand Lodge Web Site.

The Sovereign Grand Lodge Web Site shall contain information relevant to all units of the Independent Order of Odd Fellows; Grand Lodges, Grand Encampments, Rebekah Assemblies, Department Councils, Associations of Ladies Auxiliaries Patriarchs Militant, Grand Junior Lodges, Theta Rho Assemblies, Odd Fellow Lodges, Encampments and Auxiliaries, Rebekah Lodges, Cantons and Auxiliaries, Junior Lodges, Theta Rho Girls' Clubs, etc.; and information that is international in nature. It shall contain general Order related information such as: a. History of the Order.

b. List of Jurisdictions and addresses for Grand Secretaries.

c. List of Jurisdictional Web Sites and e-mail addresses for Webmasters.

Units Web Sites

(lodges, encampments, etc.)

- Identification of the units location
- Meeting times - current activities - events
- How to get to the lodge - map
- Links to the jurisdictional and SGL Web Sites
- Local newsletters and periodicals - possibly on-line
- Membership information
- Current programs
- Members - officers - committee chairmen - addresses - e-mail
- Information on renting of the building
- Activities open to the public

Webmaster chosen: Same manner as a newsletter editor

- Jurisdictional Web Site notified of a new WS / new location
- Individuals with a personal Home Page may provide links to IOOF Web Sites
- All Internet users can use this information: Cite the source

The SGL Communications Committee

Authority to monitor all IOOF Web Sites to ensure that they are following the guidelines.

If the committee determines an IOOF Web Site does not conform to these guidelines it shall contact the sponsoring body, inform it of the violation and instruct it to correct the problem.

Failure to correct a violation, constitutes an offense against the Order and subjects the sponsoring body to a disciplinary action.

The SGL Webmaster

Currently is Ron Blaisdell, his e-mail address is: ron@blaisdell.com

The SGL Webmaster oversees the information on the SGL Home Site.

- All questionable information shall be approved by authorized bodies.
- Information to be found easily. Links between different LO.O.F. Web Sites: Jurisdictions, Units and SGL

Jurisdictional Web Sites

In the Official Language of the Country

1. Information about the units
2. Current activities
3. History of the jurisdiction
4. E-mail directory of members who wish to be included
5. Membership programs and other programs
6. List of units Web Sites and Webmasters
7. List of periodicals - pamphlets and publications available
8. On line periodicals
9. List of officers and committee chairmen with addresses and phone numbers
10. Links to the SGL Web Site and Web Sites of units
11. Translation of interesting information from the SGL

d. List of Jurisdictional Publications and Periodicals.
e. List of I.O.O.F. Homes throughout the world.
f. List of I.O.O.F. Camps throughout the world.
g. Current programs of The Sovereign Grand Lodge and interesting programs from other parts of the world.
h. List of e-mail addresses of important contacts.
i. I.O.O.F. clip art.
j. Copies of old I.O.O.F. history books.
k. Place to ask questions and get a fast response.
l. Information on how to become a member.
m. List of Sovereign publications, pamphlets and periodicals, plus possibly the actual publications on-line.
n. Any other information of the general interest in the international sense, the most Odd Fellows and Rebekahs.There shall be links between the Jurisdictional Web Sites, Unit Web Sites and The Sovereign Grand Lodge Web Site that allow the information to be found easily and fast. Links shall be used where practical to limit duplication of material.

5. Each Jurisdictional Web Site shall be under the control of each of the jurisdictions Grand Body. A Grand Webmaster appointed by the presiding officer of each Grand Body shall be placed in charge of that Grand Body's Jurisdictional Web Site. The Jurisdictional Web Site shall not include information that can be already found on The Sovereign Grand Lodge Web Site, but shall provide links to that information.

The information kept on the Jurisdictional Web Site shall be consistent with that location. It may include items as:

a. Information on the units in that Jurisdiction.
b. Current activities throughout the Jurisdiction.
c. History of the Jurisdiction.
d. E-mail directory of those members who wish to be included on it.
e. Address list of those members who wish to be included on it.
f. Current membership programs and other I.O.O.F. programs.
g. List of Unit Web Sites and Webmasters under that Jurisdiction.
h. List of Jurisdictional periodicals, pamphlets or publications available and possibly include them on-line.
i. List of all the officers and committee chairmen, with addresses and phone numbers.

The Jurisdictional Web Site should contain the necessary links both to The Sovereign Grand Lodge Web Site and to any individual Web Sites under that Jurisdiction.

Jurisdictional Web Sites should be in the official language of the country of the Jurisdiction. The Sovereign Grand Lodge Web Site pages that are of interest to the Jurisdiction may be translated and posted.

Space on Jurisdictional and Unit Web Sites shall be used for information specific to the Jurisdiction, country and unit, without repeating information available on The Sovereign Grand Lodge Web Site.

6. The information kept on an individual Unit's Web Site shall be consistent with that unit's location. It may include items as:
   a. Identification and location of the unit.
   b. Meeting times, current activities and events, should be kept up to date.
   c. Information on how to get to the lodge, a map.
   d. The necessary links to the Jurisdictional and Sovereign Grand Lodge Web Sites.
   e. List of all I.O.O.F. local newsletters and periodicals, possibly included on-line.
   f. Membership information and current programs.
   g. List of its members, with their approval, current officers and committee chairmen.
   h. Information on renting the building.
   i. The time of Bingo games, breakfasts, dinners, or other activities open to the public.
   j. Any other information which could be useful to the members and non-members.

The creation of a Web Site for the unit shall be approved by a majority vote of the unit.

The Webmaster for a units Web Site should be chosen in the same manner as the editor of a units newsletter.

The Jurisdictional Web Site shall be notified of any new unit Web Site or any change in the unit Web Site location.

7. No Grand Body nor any subordinate unit shall be compelled to create a Web Site. However, all are encouraged to do so.

8. Any individual member with a personal home page may provide a link to any of the I.O.O.F. Web Sites.

9. All Unit, Jurisdictional and The Sovereign Grand Lodge Web Site shall include methods for electronic correspondence, e-mail, to be directed either to the Webmaster or other designated persons. This shall be treated as unofficial correspondence with one of its purposes being to answer questions from both members and non-members. Persons chosen should be knowledgeable, willing and able to keep up with the short response time

expected on the Internet. 10. Unit Web Sites shall not copy or duplicate information from Jurisdictional Web Sites nor The Sovereign Grand Lodge Web Site whenever links can be practically used. Jurisdictional Web Sites shall not copy or duplicate information from The Sovereign Grand Lodge Web Site whenever links can be practically used.

11. All Internet users may excerpt information from any of the I.O.O.F. Web Sites into a press release, a newsletter or other publication, as long as they cite the source. Copyrights will be respected. No Web Site shall include material in violation of the copyright laws. I.O.O.F. Web Sites may include advertisements that are in keeping with the principles of the Order.
12. All I.O.O.F. Web Sites and electronic correspondence related to the Order shall maintain the following standards of conduct:
    a. No use of profanity will be permitted.
    b. Professionalism should be maintained.
    c. All quotes should state their source.
    d. Cite the source when copying information from Web Sites for newsletters, press releases or other e. publications.
    e. No personal information should be made public without that person's permission.
    f. All comments and suggestions should be positive and constructive.
13. The Sovereign Grand Lodge Committee on Communications shall have the authority to monitor all I.O.O.F. Web Sites to ensure that they are following these guidelines.

If the Committee determines an I.O.O.F. Web Site does not conform to these guidelines, it shall contact the sponsoring body, inform it of the violation and instruct it to correct the problem. Failure to correct a violation constitutes an offense against the Order and subjects the sponsoring body to disciplinary action.

14. Junior Lodge and Theta Rho Girls' Club Web Sites shall be monitored by the Grand Lodge and Rebekah Assembly of the given Jurisdiction.

The Sovereign Grand Lodge Web Site
WWW.IOOF.ORG

Includes:

- History of the Order
- List of jurisdictions and addresses for Grand Secretaries.
- List of jurisdictional Web Sites and e-mail addresses for Webmasters
- List of jurisdictional publications and periodicals
- List of IOOF homes and camps throughout the world
- Current programs of The SGL
- Interesting programs for other parts of the world
- List of e-mail addresses and important contacts
- IOOF clip art
- Old IOOF history books
- Information on how to become a member
- List of SGL publications - pamphlets
- On-line publications
- Other information of general interest
- Place to ask questions and get a fast response