



## The Fathers' Rights Movement Chapter Website Request

Chapter Name: \_\_\_\_\_  
Region: \_\_\_\_\_  
Regional Manager: \_\_\_\_\_  
Chapter Lead: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

Chapter Lead has been on-boarded and fully processed through HR.

(Name: \_\_\_\_\_)

Chapter Lead has activated his/her **e-mail address\***

Chapter Lead has agreed to have his/her name published

Chapter Web Administrator has been on-boarded and fully processed through HR

(Name: \_\_\_\_\_)

Chapter Web Administrator has activated his/her **e-mail address\***

Chapter Marketing Specialist has been identified.

(Name: \_\_\_\_\_)

Extempore

Permanent (On-boarding required)

Chapter Marketing Specialist has activated his/her **e-mail address\***

Chapter staff has received **budget approval for website.**

Chapter has submitted a cover picture for the front page (900 px X 500 px)

Chapter has submitted a direct link to the local Board of Elections website specific enough to identify elected officials.

Chapter Lead has submitted a photo (150 px X 175 px)

Chapter Lead has submitted a biography (100-200 words)

Include the following Chapter Editor(s)' *Biography (Optional)*

- (Name: \_\_\_\_\_)       (Name: \_\_\_\_\_)
- (Name: \_\_\_\_\_)       (Name: \_\_\_\_\_)
- (Name: \_\_\_\_\_)       (Name: \_\_\_\_\_)

- Chapter Editor(s) has submitted a photo (150 px X 175 px) *[Optional]*
- Chapter has submitted at least five (5) pictures for the pictures page.
- Web Administrator has been scheduled for training.
- Marketing Specialist has been scheduled for training.

- **Chapter Contacts will establish/verify means of checking email at least once every 24 hours.**

Received by Technology Department: \_\_\_\_\_

Request Processed by: \_\_\_\_\_

Approved       Denied       Other

If denied, reason: \_\_\_\_\_

Notification give: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**Questions or concerns:** Contact Glenn Shepherd ([gshepherd@tfrm.us](mailto:gshepherd@tfrm.us)) or Thomas Fidler ([tfidler@tfrm.us](mailto:tfidler@tfrm.us))

Version	Date	Comments
REV-01.00	13APR2016	Creation of Document. Author: C. Feinberg
REV-01.01	19APR2016	Added Forum Administrator Content. Author: C. Feinberg
REV-02.00	15MAY2016	Removed Forum Admin position content; Added name fields. Author: C. Feinberg
REV-02.01	07JUN2016	Modified Position Titles to align with HR. Author: C. Feinberg
REV-03.00	21JAN2019	Revised Contacts. Author: G. Shepherd
REV-03.01	24MAR2019	Repaginate – Lead/Editor, Budget Approved. Author: G. Shepherd