



## **District Website Information Submission Form Indiana Academy Board or District Board of Directors Only**

Please complete this form and email it to the Indiana Academy Executive Director to place information on your district website. Please fill out monthly. If there is no changes to the form, please write no changes. Send to the Indiana Academy Executive Director at [iand\\_exec@eatrightin.org](mailto:iand_exec@eatrightin.org)

### **Person Submitting Information:**

### **Leadership Position in the District:**

### **Next District Meeting:**

- Please no pdf flyers, only jpeg pictures and words describing the meeting
- Please include all future meeting date that are known

### **Membership:**

- Provide membership fees and ways of signing up (either in person or an online form)
- If members can sign up online please provide the sign up link

### **Scholarships:**

- Describe all available scholarships
- Provide dates of when scholarship applications are due and when they will be presented
- Provide applications for scholarships, either as a pdf link or a form link

### **Past Meetings/Newsletters:**

- In a pdf provide a description and pictures of the last meeting
- Provide a copy of the newsletter in a pdf
- All past meetings and newsletters will be in Month, Year format
- Past meetings and newsletters will stay on the website for one year after published date

### **Leadership:**

- Provide all information about leadership in this format: position, full name, credentials, email address

**If the information includes personal contact information, has/have the individual(s) given their permission to have that information placed on the website as described above?**

Yes \_\_\_ No \_\_\_

## **Social Media**

Provide information that you would like to be shared via the IAND Facebook, Twitter, or Instagram.

### Next District Meeting:

- Please provide date. If flyer is created, please provide in a jpeg format.

### Scholarships:

- Brief description of the scholarship
- Due date
- Link to the website

### Past Meetings:

- Pictures in jpeg format and names of members in the picture. (Remember to get permission of the person before taking the picture and inform them that it will be on social media)
- Brief description of the meeting (objectives, fun moment, or quote)
- If any organization or person needs to be thanked