



Website Guidelines Policy Policy IBAO

The Courageous Steps Project and its' programs have multiple website platforms that demonstrate the importance of communicating to its' supporters, donors, sponsors, volunteers, and staff on a professional level, but also connectable level. The website is the number one tool that is used to communicate all of our events and initiatives. The board of directors and CEO/Executive Director have set guidelines in place to ensure that all photos/visuals, along with content, are displayed appropriately on the website.

Any content and visuals on the website (if not inputted on website by CEO/Executive Director or another designated employee) shall:

- A. Send information and have it approved by the Executive Director and/or designated employees;
- B. Use images from stock imagery websites or images that are owned by The Courageous Steps Project;
- C. Release valid content and content that relates to the organization;
- D. Review all inputted content before publishing it onto website platforms;
- E. Report any inaccurate content on website platforms to the Executive Director and/or Board of Directors.

Any content that is inappropriate shall be reported to an Administrative Staff member and/or Board of Directors pending severity of the content.

The Courageous Steps Project IS NOT responsible for any images/visuals that are inputted on the website after an agreement or memorandum of understanding is signed with the persons involved.

Approved Signature of Executive Director:  _____

Updated on Friday July 12th, 2019