



## **Policy #101 - Member Use of Web Content**

**Context:** We encourage members to take content from our MN COLA website for use as handouts, as well as in their newsletters and other publications. However, we want to make sure that members are prohibited from modifying logoed material that have gone through an approval process prior to being posted.

**Policy Details:**

1. Logoed materials are to be posted as PDF's or in other non-editable formats so that they will be used "as is" by MN COLA members.
  - 1.1. An example of logoed material is the AIS FAQ document co-written and approved by MN COLA and MN Lakes and Rivers Advocates. That document is posted for member use in PDF format, as members do not have the right to modify it.
2. Other non-logoed content is provided on the MN COLA website in an editable format so that members may customize the content to meet their unique needs. Examples of editable formats include the Microsoft products such as Word, Excel, and PowerPoint.
  - 2.1. The AIS FAQ document referenced in 1.1 above is also available in Word format without any logos, ready for customization as desired.
3. The MN COLA website will denote this MN COLA policy to be clear about the intent.

As approved:

Tom Nelson, President  
February 12, 2015