

1. All documents will be prepared using the Altrusa International's standard typeface requirements as described in the Altrusa Brand Book I and II. Use Franklin Gothic Book, size 11, for body copy, and Franklin Gothic Demi in All Caps for headlines. Refer to the publications issued by International for elaborated details. All documents will be dated and include revision date(s) if applicable.
2. Official Club electronic documents will be stored on the website, aka Club Runner. Use of other storage media such as Dropbox, Google Drive, etc. will not be considered an official or accurate source for electronic documentation.
3. All documents stored on the "public side" of the website will be in pdf format only.
4. There are two types of documents stored on the "private side"- Active and Archive.
 - a. Active documents should be in Word, Excel, etc., if available, so members can update the documents as needed throughout the years. Examples of Active documents are the club brochure, letterhead, and programs for special meetings. If the original work file is not available, the file can be stored as a pdf.
 - b. Archive documents should be stored in pdf format. Examples of Archive documents include board of director minutes, treasurer reports, and meeting agendas. These documents are to provide documentation of prior events and should not be modified.
5. All attachments and documents emailed through the website will be in pdf format only. This will ensure all recipients will be able to open the attachment(s) via free Adobe Reader®.