Joyce Brown
Online Marketing Consultant
Swimming upstream together for success

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Proposal

Soroptimist International of Chico
P.O. Box 1812
Chico, CA 95927
ATTN: Gayle Aylward, Treasurer Elect

April 15, 2020

Project: Soroptimist International of Chico Website Maintenance & Updates

Scope of Work:

Keep website current and up to date	Add articles as requested by Officers & Co-chairs
Update the roster as new members join	Upload the weekly E-blasts & quarterly newsletter
Upload SNR, SIA and SI newsworthy Articles to website	Add all events, fundraisers, awardees with photos as needed
Create fillable application forms and upload them to the website	Making sure website is in compliance with SIA guidelines
*Replace Officers photos with new incoming Officers	*Update Past Projects page with outgoing president
*Remove members that didn't renew their membership from the Roster. Cross reference SIA report & work with Treasurer	*Update President's message page with new president's message.
*Change the forwarding website emails as officers & Co-chairs end their term of office	*Update the Hands on projects for the new year working with the Giving Committee

*Scope of Work with * symbol denotes that this is done during the summer months, July & August and is to be completed prior to our first meeting in September.

If there is a summer convention or function that would be uploaded to the website as well.

Proposed Costs & Billing Plan

To be billed quarterly as follows:

- July August September (submit invoice in September) $250.00
- October November December (submit invoice in December) $250.00
- January February March (submit invoice in March) $250.00
- April May June (submit invoice in June) $250.00

Acceptance of Proposal

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Signature

Thank you for this opportunity