



We would like to work with you to develop a web site for your agency. This document is intended to help define what you like to have in your web site.

We use Microsoft FrontPage software to design and publish web sites. It comes with fourteen pre-set themes. Please circle one of the following for your web site:

1) Artsy



4) Blueprint



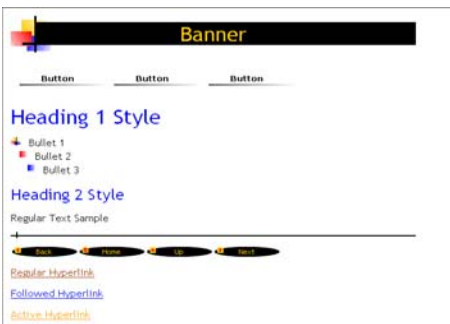
2) Blank



5) Bold Stripes



3) Blends



6) Capsules



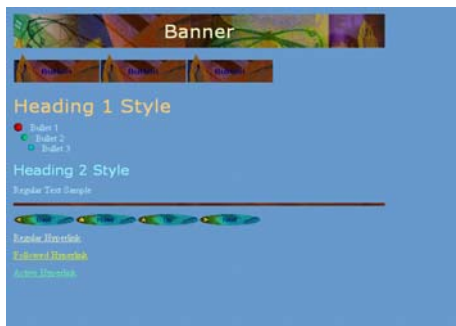
7) Citrus Punch



11) Rice Paper



8) Downtown



12) Romanesque



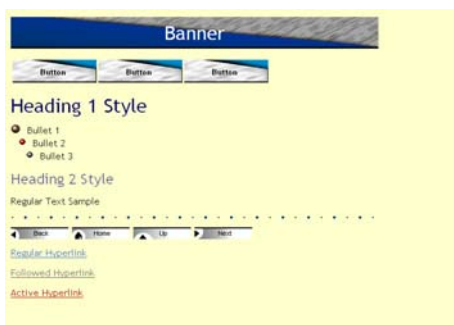
9) Expedition



13) Straight Edge



10) Industrial



14) Sumi Painting



Below is a list of items that are usually included in not-for-profit web pages. Check ONE box for each item to indicate whether or not you want it included in your web site. You can always make changes to this list; your selections now will give us an idea of the starting content for your web site. We've included extra space for you to write notes, comments, clarifications, etc.

| | Yes | No | Don't Know/ Maybe |
|--|------------|-----------|------------------------------|
| Announcements (such as for upcoming events) | | | |
| Board of Directors names | | | |
| Board of Directors photos | | | |
| Board of Directors phone numbers | | | |
| Board of Directors e-mail addresses | | | |
| Board of Directors mailing addresses | | | |
| Calendar of Events | | | |
| Community Assessment findings | | | |
| Community resources (links and/or descriptions of other agencies, collaborators, etc.) | | | |
| Customer comment section (feedback to you about your services and the web site) | | | |
| Discussion forum (where visitors can engage in electronic conversation) | | | |
| Donations request (including what you want donated, where and how to send it) | | | |
| Driving directions to your CAA (can be done with a link to MapQuest) | | | |
| Eligibility requirements for the programs operated by your agency | | | |
| Executive Director bio | | | |
| Executive Director name | | | |
| Executive Director photo | | | |



| | Yes | No | Don't Know/ Maybe |
|--|-----|----|----------------------|
| Fax number | | | |
| Fundraising (sell products online, request contributions, etc.) | | | |
| Hit counter (to see how many people have accessed the site) | | | |
| Hours of operation | | | |
| Links to publications you identify (or reproductions of publications) | | | |
| Logo | | | |
| Mailing address | | | |
| Map to/of your agency | | | |
| Meeting locations | | | |
| Mission statement | | | |
| Newsletter | | | |
| On-line order form for fundraising or products offered by your agency | | | |
| Phone number | | | |
| Photo of the agency | | | |
| Policies and procedures | | | |
| Program descriptions (and each program could have its own page on your site) | | | |
| Service delivery area(s)/Target area(s) | | | |
| Services provided by the programs operated by the agency | | | |
| Staff bios | | | |
| Staff directory (staff names, departments, phone numbers/ extensions, addresses) | | | |
| Staff photos | | | |



| | Yes | No | Don't Know/ Maybe |
|--|-----|----|----------------------|
| Staff recruitment (post job opportunities, have on-line job applications) | | | |
| Volunteer recruitment (post volunteer opportunities, have on-line sign-up) | | | |

Other: _____

Other: _____

Other: _____

Other: _____

With these preliminary choices made, you're that much closer to having a web site developed! Please note that for each of the items to be included in the web site, your agency should forward the relevant materials to the Center. Once we've received the materials, this document, and the Agreement from you, it should only be a matter of days before you see your new web site on the Internet!

~ Please FAX all five pages to: Teresa Wickstrom at 909-790-0670 ~
If there are any questions, please call Teresa at the same number.

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