



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

Program Name: \_\_\_\_\_

Your Name \_\_\_\_\_

Your Title: \_\_\_\_\_

Name of Head Start Director: \_\_\_\_\_

Program Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Step 1. Selecting a Domain Name.

The domain name (or URL) is the physical location of your web site, the address that people type in the browser to view your site. For example, the Center for Community Futures' domain name is [www.cencomfut.com](http://www.cencomfut.com).

The domain name should be *recognizable*, it should be *easy to remember*, and it should *make sense*. Using your program's acronym can make a good domain name (such as [www.ochs.org](http://www.ochs.org) for Orange County Head Start), or it could be a typical abbreviation of the program's name, such as: [www.OrangeCoHS.com](http://www.OrangeCoHS.com)

What would you like your domain name to be? Give at least three. We will check the availability of the domain names you suggest and will let you know if they can be registered or not.

a) Domain Name choice 1: \_\_\_\_\_

b) Domain Name choice 2: \_\_\_\_\_

c) Domain Name choice 3: \_\_\_\_\_



### Step 3. Select Items for Inclusion.

Below is a list of items that are typically included in non-profit web pages. Select ONE choice 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.

|                                                                                                               | Yes | No | Don't Know/<br>Maybe |
|---------------------------------------------------------------------------------------------------------------|-----|----|----------------------|
| Announcements (for upcoming events)                                                                           |     |    |                      |
| Board of Directors (names, photos, phone numbers, and/or mailing addresses)                                   |     |    |                      |
| Calendar of Events                                                                                            |     |    |                      |
| Client photos (satisfied customers)                                                                           |     |    |                      |
| Community Assessment findings                                                                                 |     |    |                      |
| Community resources (links to/descriptions of other agencies, community partners, collaborations, etc.)       |     |    |                      |
| Comments section (feedback to you about your agency and the web site)                                         |     |    |                      |
| Donations request (including what you want donated, where and how to send it; instructions for in-kind, etc.) |     |    |                      |
| Driving directions to your agency (can be done with a link to MapQuest or Google Maps)                        |     |    |                      |
| Eligibility requirements for the programs operated by your agency                                             |     |    |                      |
| Executive Director bio                                                                                        |     |    |                      |
| Executive Director contact info                                                                               |     |    |                      |
| Fax number                                                                                                    |     |    |                      |
| Fundraising (sell products on-line, request contributions, etc.)                                              |     |    |                      |
| Head Start Director bio                                                                                       |     |    |                      |
| Head Start Director contact info                                                                              |     |    |                      |
| Hit counter (shows how many people have accessed the site)                                                    |     |    |                      |
| Hours of operation                                                                                            |     |    |                      |
| Links to publications you identify                                                                            |     |    |                      |
| Logo                                                                                                          |     |    |                      |
| Mailing address                                                                                               |     |    |                      |
| Map to/of your program                                                                                        |     |    |                      |
| Meeting dates & times                                                                                         |     |    |                      |
| Meeting locations                                                                                             |     |    |                      |
| Mission statement                                                                                             |     |    |                      |
| Newsletter                                                                                                    |     |    |                      |
| Online order form for products offered by your program                                                        |     |    |                      |
| Phone number                                                                                                  |     |    |                      |
| Photo of the administrative building                                                                          |     |    |                      |

|                                                                                                        | Yes | No | Don't Know/<br>Maybe |
|--------------------------------------------------------------------------------------------------------|-----|----|----------------------|
| Policies and procedures                                                                                |     |    |                      |
| Service delivery area(s)/Target area(s)                                                                |     |    |                      |
| Services provided                                                                                      |     |    |                      |
| Staff bios                                                                                             |     |    |                      |
| Staff directory (staff names, departments, e-mail, phone numbers/extensions, and/or mailing addresses) |     |    |                      |
| Staff photos                                                                                           |     |    |                      |
| Staff recruitment (job opportunities, online job applications)                                         |     |    |                      |
| Volunteer recruitment (post volunteer opportunities, have online sign-up)                              |     |    |                      |
| Other:                                                                                                 |     |    |                      |
| Other:                                                                                                 |     |    |                      |
| Other:                                                                                                 |     |    |                      |
| Other:                                                                                                 |     |    |                      |

#### Step 4. Submit

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, you must forward the relevant materials to us.

Once we have received the materials and this form from you, it should take less than 1 week before you see your new web site on the Internet!

We look forward to getting your web site up and running.

**~ Please Fax these pages to: Teresa Wickstrom at 909-790-0670 ~**

If there are any questions, please call Teresa at the same number or e-mail [teresa@cencomfut.com](mailto:teresa@cencomfut.com).

Mailing Address for sending in your materials:

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