

# EFANS Communications and Evaluation Services

## Web Updates

An update to an existing page on an existing site.

### Examples:

- Text change
- Link change
- Posting a file for download
- Basic image swap

### Priority will be given to requests that:

- Correct a factual error
- Respond to an important legislative request
- Respond to a natural disaster

ACTION

**Submit via online form:**  
[www.extension.umn.edu/capacity/efans/components/webupdate.html](http://www.extension.umn.edu/capacity/efans/components/webupdate.html)

## Resources

Resources are developed to support common needs across EFANS.

### Examples:

#### Communications

- Internal mailing lists
- Intranet – new members, maps, directory
- Templates – print, electronic
- Vendor resources
- Guidelines, checklists

#### Evaluation

- Resource materials
- Standard surveys
- Training/presentations

ACTION

**Check the intranet:**  
[www.extension.umn.edu/capacity/efans/index.html](http://www.extension.umn.edu/capacity/efans/index.html)

## Consultations

A consultation is a conversation about your communication/evaluation needs.

### Examples:

- Initial meeting on strategy/approach
- Recommending resources
- Answering basic questions
- 30 minute review of communication/evaluation materials

Evaluation  
Consultations

ACTION

**Email:**  
Tom Bartholomay  
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Communications  
Consultations

ACTION

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## New Projects

New projects are developed in partnership with communications/evaluation.

### Examples:

#### Communications:

- New websites, pages or sections
- Brochure
- Display
- Campaign
- Publication (online or print)
- Newsletter or other recurring scheduled publication (submitted annually)

#### Evaluation:

- Clarifying program goals/priorities
- Evaluation plan
- Survey design/data collection
- Data analysis
- Report findings for specific audiences
- Needs assessment
- Complete program evaluation

#### Communications and Evaluation:

- Focus group done to assess audience needs for a website section, creating website section

ACTION

**Submit via online form:**  
[www.extension.umn.edu/capacity/efans/components/newproject.html](http://www.extension.umn.edu/capacity/efans/components/newproject.html)