

**IMMACULATE CONCEPTION, MISSION OF THE SACRED HEART
WEBSITE UPDATE,
SUGGESTION, QUESTION, IDEA OR REQUEST**

Hello, my name is Elaine Matherne, the Webmaster for the Immaculate Conception and Mission of the Sacred Heart website. Thanks for taking the time to help us keep the website up to date! Please use this form to request updates to the parish website, ask questions, or make suggestions on how to improve the website. Your feedback is valuable and appreciated! We are here to serve you!

Date submitted: _____

Submitted by: _____

Ministry or event: _____

Contact phone number (required): _____

Date change should be made visible on website: _____

Do you have pictures for the website? _____

Suggestion, Question, Request: _____

PICTURES FORMS OR FLYERS TO BE ADDED follow these instructions...

If you have pictures or a flier you would like added to your website you may attach them directly to an email. Pictures should be in jpg format.

Email Pictures to; website@icc-msh.org

You must submit clear explanation of:

1. Who is in the picture?
2. When and where the picture was taken.
3. Which ministries were involved in this event?

If there are children in the pictures the parish must have a signed parental release on file before the picture will be put on the website. This can be found on the website also and should be printed. Have the parent or legal guardian sign and date it.

Thank You!
Elaine Matherne