



Listserv Guidelines & Etiquette

Thurston ECO Network's Google Group Listserv is used to facilitate internal communication and share information that may benefit network members. This is a closed group, so you must submit a request introducing yourself to be approved to participate.

To ensure the best possible experience for members, the network established some basic guidelines for participation. Posts are not moderated, so it is essential that members follow these guidelines. Members are encouraged to independently post to the Listserv, rather than sending their information to a Coordinator to post for them.

By joining and using this Listserv, you agree that you have read and will follow the guidelines below. Listserv Managers are fair in interpreting these guidelines, however, flagrant abusers of the rules will be removed from the Listserv.

POSTS MUST MEET THE FOLLOWING GUIDELINES

- Events of all types that either provides relevant outreach opportunities for members, or that are led or sponsored by members and related to education, communication, or outreach work. Events can be outside of the Puget Sound area.
- Professional networking opportunities that are specific to environmental education, communication, or outreach work. Opportunities can be outside of the Puget Sound area.
- Employment or volunteer opportunities that are related to environmental education, communication, or outreach work. Opportunities can be outside of the Puget Sound area.
- Posting resumes and announcing you are seeking employment is not allowed. Those seeking environmental education, communication, and outreach work can attend meetings and briefly share they are seeking employment during introductions or sharing time. If interested, you may email a hyperlink to your LinkedIn profile/online resume to the person taking the minutes. This information will be included in the meeting minutes.
- Professional development opportunities related to environmental education, communication, or outreach work. Opportunities can be outside of the Puget Sound area.
- Announcements regarding proposed legislation, public comment, or upcoming political events relevant to the work of our membership. Messages specifically endorsing a candidate or legislation or debating issues are not allowed.
- Grant opportunities related to environmental education, communication, or outreach work.
- Members can share information or ask questions related to environmental education, communication, or outreach work. Examples include:

- Requesting assistance with a project or campaign.
 - Looking for, or sharing, relevant resources.
 - Potential partnership opportunities.
 - Research, case studies, success stories, survey results.
 - Other related internal communications.
- Information related to managing and coordinating the network such as meeting agendas, meeting minutes, weekly digest, member surveys, subcommittee opportunities, etc.

LISTSERV ETIQUETTE

- Please keep all posts courteous, respectful, and only include information that members can benefit from.
- Include a signature on all messages. Include your name, affiliation, location, and contact information.
- Clearly and concisely state the topic of your post in the subject line. This allows members to respond more appropriately to your post and makes it easier for members to search the archives by subject.
- Send messages such as "thanks for the information" or "me, too" to individuals - not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages, such "as remove me from the list", through the Listserv. Instead, email the Coordinator(s) or use the Web interface to change your settings or to remove yourself.
- Please do not forward an email that you get from Constant Contact, Mail Chimp, or similar service. It contains a pre-coded "unsubscribe" link at the bottom, and someone else could unsubscribe you from your own email list! Instead, cut and paste the body of the email into a fresh email message. Or look for the "forward to a friend" feature.
- Be respectful and considerate of your colleagues in your postings. If you disagree or become upset with someone's response or use of the list, reply to that person directly when appropriate.
- If the amount of mail becomes cumbersome, rather than leaving the listserv, consider editing your delivery preferences. Instead of getting each email individually, you can receive a summary email at the end of each day or have one email for every 25 posts. If you need help with this, just email the Coordinator(s).