

## **Guidelines for FMC Email List-Serve**

**The vision** behind these List guidelines is for the List to build and enhance our connections as a community.

**Tradeoffs** are that the List should not feel burdensome for participants to receive, but should also feel accessible and useful to all members.

### **What belongs on the list: Announcements and Requests/Offers only.**

**Announcements** are brief descriptions of events of likely interest to Quakers, in which you have some direct personal involvement. Include in your summary, one sentence or so about how you are connected to the event. Do not copy and paste announcements that you get off AFSC, FCNL, SQ, or other mailing lists.

For announcements that are likely to be repeated periodically, send it to the list no more than 3 or 4 times per year. You may invite others to join a private list that you keep, to whom you send the announcements more often. Example: "I'm job-hunting and I get leads from ... on a weekly basis. If you would like to receive these, let me know and I will forward them to you. [OR you can subscribe yourself by ...]"

**Requests and Offers** are concise descriptions of a situation or problem for which you would like leads from the community. Example: "I'm looking for a part-time caretaker for my elderly father, does anyone have someone they can recommend?" or "I have a spare crib I would like to give to somebody; anyone need it?" Don't give more than one paragraph of details. Let people contact you off-List and then sort out the responses. If you get a response that satisfies you, and you need nothing else from the members of the list, you may post a brief announcement that your request has been fulfilled; this will prevent your being flooded with further responses.

When responding to a request, do so off-List (send an email directly to the person making the request). Sometimes the collected responses may be of interest to others. If you get several people saying they had the same question or such, you may wait until responses die down and then post a single summary of all the responses that you received to your request.

### **What should not be on the list:**

- Anything that smacks of discussion, persuasion, or argument.
- Anything whose principal purpose is humor.
- Forwards of Internet rumors, warnings, etc.
- Public appreciations, congratulations, birthday wishes, and the like.
- Information copied and pasted from web sites (beyond the basic who-what-when-where), when a link to the event would suffice.
- Attachments or in-line photos or images.
- Announcements or requests "for a friend". Use your discretion. If it's your son or daughter or spouse, that's arguably your announcement or request too.
- Postings more than two screens' long (about 60 lines).

**Thank you for your cooperation. Happy posting!**