



## Nonprofit Listserv Guidelines

A listserv is an information sharing tool. It is used to post and receive e-mail messages via a mass distribution list. Any message submitted to the listserv will be distributed to all subscribed addresses. Members of the Teton Valley nonprofit community – staff, board members, volunteers, donors or other interested parties – are eligible to subscribe to the listserv. You must be subscribed to post or receive messages.

**Postings on the listserv are limited to non-religious, non-political and professionally appropriate items.** The listserv is maintained as a neutral source of information and is not intended to advocate any particular mission or cause. The purpose of the listserv is to strengthen the Teton Valley nonprofit community through shared resources and increased collaboration.

### **Appropriate postings include, but are not limited to:**

- Direct links to valuable information and resources (e.g. articles, websites)
- Donations of items available exclusively to nonprofit organizations
- Event announcements, including fundraisers (DIRECT FUNDRAISING IS PROHIBITED)
- Requests for information or feedback
- Job opportunities
- Volunteer opportunities
- Volunteer solicitations

### **Inappropriate postings include, but are not limited to:**

- For-profit business advertising, promotions and electronic communications (e.g. blog posts, newsletters)\*
- Items for sale\*
- Solicitations for goods and services
- Chain letters
- Jokes
- Resumes

*\*Postings for goods and services offered exclusively to nonprofit organizations at a deeply discounted rate may be considered.*

**To submit a post**, please email [listserv@cftetonvalley.org](mailto:listserv@cftetonvalley.org). **To subscribe to the listserv**, visit [cftetonvalley.org](http://cftetonvalley.org) and sign up at the bottom of the homepage. **To unsubscribe**, please select the unsubscribe link provided at the bottom of all listserv emails.

We appreciate your adherence to the guidelines above and we welcome your feedback. Please contact [info@cftetonvalley.org](mailto:info@cftetonvalley.org) or call 208.354.0230 with any questions or comments.