



## Nonprofit Listserv Guidelines

A listserv is an information sharing tool used to post and receive email 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.*

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.

## **Detailed Instructions on signing up and posting below.**

### **To sign up for the Nonprofit Listserv:**

1. Go to the Community Foundation's website: [www.cftetonvalley.org](http://www.cftetonvalley.org)
2. Under the "For Nonprofits" dropdown menu, select "Nonprofit Listserv"
3. Enter the e-mail address you want subscribed in the space provided and click "Submit . "
4. You will receive an automated e-mail to which you will have to reply to confirm subscription.
5. Once you have replied, you will receive an automated welcome e-mail. Your subscription should be active immediately, but occasionally, it will take some time.
6. If any of the steps above are confusing or you have questions, contact the Community Foundation at 208-354-0230 for help with subscribing.

### **To post a message to the Nonprofit Listserv:**

1. You must be subscribed to send emails through the nonprofit list serve.
2. Create a new, blank email message keeping in mind this will go to all list serve members.
3. Address the message to [listserv@cftetonvalley.org](mailto:listserv@cftetonvalley.org)
4. Enter a subject line.
5. Fill in the body of the message as you would like it to read, complete with any attachments.
6. Send the message.

### **To unsubscribe an email address from the Nonprofit Listserv:**

1. Open an email you received through the listserv in the account you want to unsubscribe.
2. Please select the unsubscribe link provided at the bottom of all listserv emails.

### **To condense Listserv mailings into a Daily Digest Summary, view archives or adjust subscription options:**

1. Visit: <https://archives.simplelists.com/subscribe/cftv>