

CAPPA Facebook Etiquette

Welcome to the Campus Advocates and Prevention Professionals Association (CAPPA) Facebook Group. This is a closed group. Only members can see your posts and everything posted in this group must remain private. The CAPPA Facebook group is an electronic discussion board for members of Campus Advocates and Prevention Professionals Association only. It provides for the exchange of information, assistance, resources and networking among CAPPA members.

Guidelines for Posts:

1. **Please specify the purpose of the post**

Please specify why you are asking for particular information. For example, if you are looking for resources or former presentations on prevention programming, please clarify how this information will be used. 'Crowdsourcing,' or informally asking for input or feedback, is encouraged for projects as long as you intend to share the final product freely with members and others. Crowdsourcing for products that your office/consortium will restrict or charge for access, or for conference sessions/papers, should be discussed with the leadership council before being posted. This is to ensure that CAPPA members' time, expertise, and work is not employed without consent and/or proper compensation.

2. **Please keep postings within the scope of the group**

CAPPA Facebook Group is primarily for matters related to the mission of CAPPA. Humorous, inspirational, and out-of-scope posts are encouraged if they are directly related to the mission of CAPPA or are related to self-care.

3. **Maintain privacy**

Absolutely no forwarding, copying, or screenshots in whole or in part, of any messages or postings to others outside the list without the express, written consent of the author of a message included in the forward or copy. Messages may be forwarded from other lists if relevant to CAPPA members, and if permitted by the original sender. Do not post any confidential information or any information that would infringe upon the proprietary, privacy, or personal rights of others.

4. **Quality of communication**

The tone of the listserv should be professional. Do not post any defamatory, abusive, profane, threatening, offensive, or illegal information or material and do not utilize the website or listserv in any illegal manner. Doing so is grounds for immediate removal from the listserv as well as CAPPA.

We value CAPPA as a diverse and inclusive space, and expect that members will not always agree with each other. If you disagree with something posted in the Facebook group, you have every right to voice your objections –but please do so politely. You may also express concern directly to the person responsible in a respectful manner.

5. **Advertisements and announcements**

CAPPA does not accept ads from outside publishers or other vendors or commercial entities. However, many members work in organizations that publish materials; occasional announcements of new resources from a member's organization, either print or web-based, are appropriate if related to the interests of CAPPA. When posting resources or products that may be of interest to members, please specify whether that product will be free to members and others.

Relevant conference announcements as well as job postings will also be acceptable on the CAPPA Facebook page. When posting an announcement regarding a conference or event you are planning, please bump that post no more than once a week.

6. Other posting considerations

When you share attachments in the Facebook group, please make sure that your settings are on “Public” or no-one will be able to see your attachment.

If you have concerns about the fact that a group admin has deleted your comment, please contact the administrators directly at cappaleaders@gmail.com.

Facebook Group Administration

- Because the CAPPa Facebook group is a closed group, please do not add friends and colleagues to the group. If you have colleagues who you believe would be a good fit for CAPPa, please direct them to the CAPPa application at <http://www.nationalcappa.org/join-cappa/>.
- The Facebook group administrators are entitled to deny entry to any member they choose and to delete posts that do not adhere to the mission of CAPPa and the guidelines above. They are also entitled to remove any offending posts or members that don't comply with the guidelines stated or the mission and vision of CAPPa.

*All members of CAPPa are expected to adhere to the membership guidelines, including the listserv and Facebook group etiquette standards. Removal of members shall be determined by the CAPPa Leadership Council. If you feel that your post has been removed in error, please contact cappaleaders@gmail.com

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