



CAPPA Listserv Guidelines - 2019 Revision

What is the CAPPA Listserv?

CAPPA Google Groups is an electronic discussion forum for members of Campus Advocacy and Prevention Professionals Association ("CAPPA"). It provides for the exchange of information, assistance, resources, and networking among CAPPA members. The purpose of the CAPPA Listserv is to create a safe space for professionals in a field that can often be isolating and personally taxing. Above all, please respect each other on this list as we strive to create a network of solidarity.

Please note that this is a moderated listserv, and the CAPPA Leadership Council reserves the right to deny emails that violate guidelines below or CAPPA's mission and values. Additionally, because the listserv is moderated, there may be a delay in emails being posted.

All members of CAPPA are expected to adhere to the membership guidelines, including the Listserv and Facebook Group Guidelines. Removal of members shall be determined by the CAPPA Leadership Council. If you feel that your membership has been incorrectly denied or removed, please contact cappaleaders@gmail.com.

Who moderates the CAPPA Listserv?

The CAPPA Moderation Team is a part of the Membership & Networking Committee and ensures that all CAPPA spaces, the Listserv included, are centered around respectful dialogue, communication, and growth. We are here to help you use the CAPPA Listserv most effectively! Any and all questions about CAPPA Listserv moderation and policies can be directed to cappaleaders@gmail.com. We know our system is not perfect and we will incorporate your feedback into each revision of this document to create a better space for our members to thrive. Thank you for your help achieving that!

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Guidelines for Listserv Messages

1. **Specify the purpose of the email**

- A. Please state 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.
- B. '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 distribute for a fee, or use for conference sessions/papers, should be discussed with the leadership council before the message is sent. This guideline is to ensure that CAPPA members' time, expertise, and work is not distributed without consent and/or proper compensation.

2. **Keep postings within the scope of CAPPA's mission and values**

The CAPPA Listserv is primarily for matters related to the mission of CAPPA. Please use restraint with humorous, inspirational, and out-of-scope postings unless they are directly related to the mission of CAPPA ([CAPPA's Mission & Values](#)).

3. **Send listserv posts to the CAPPA Listserv without copying outside entities**

- A. When you wish to post a message to CAPPA that you plan to also send out to other listservs, please send the message to cappamembers@googlegroups.com separately. The CAPPA Listserv is meant to remain private and separate from other listservs.
- B. We also do not allow non-CAPPA member individuals to be copied/CC'd on messages. If you intend to share feedback with a colleague on your campus/elsewhere who is not a member, please make that clear in your post. Members have a basic expectation that they are emailing CAPPA when they communicate with this list, and CC'ing individuals who are not members violates that expectation.

4. **Create a new topic**

When you wish to create a new topic, please send a new email to the list directly: cappamembers@googlegroups.com. Creating a new email will create an entirely new thread with that subject. Do not reply to another thread and simply change the subject. Please add cappamembers@googlegroups.com to your address book.

5. Use a descriptive subject line

Please use a clear, descriptive subject line. The more descriptive you are, the more likely people will read and respond to your posting. Please do not use generic subject lines such as “Help” or “Need Info.” This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject. Emails with vague subject lines will be returned to the sender with suggestions of descriptive titles.

6. Include a signature

Write your full name, affiliation, and email address at the bottom of your message. This will promote transparency and make it easy for people to contact you directly.

7. How to post anonymously

There may be times when members want to seek information or advice, but the demands of confidentiality prevent you from doing so. If you would like to post a message to the listserv anonymously, please send the email text along with a suggested subject line to cappaleaders@gmail.com. The CAPPA Moderation Team will post the email from the LC account and we will forward any direct replies to you.

8. Individual vs. public messages

Just as it is important to share public information with the whole group, private messages should remain just that – private. Do not forward messages sent to you by someone else or from a different listserv to the CAPPA Listserv without first asking that original sender for permission. When you want to reply only to an individual who emailed the listserv, don’t just use the “reply” feature of your email system to respond to the message – if you do, your reply will go to the whole list. When using an Auto Reply message for times you are out of the office, please be sure to “Create a Rule” that would prohibit sending the message to the list.

9. Maintain privacy

- A. Absolutely no forwarding or copying, in whole or in part, of any messages or postings to individuals who are not members of CAPPA without the express consent, written or otherwise, of the author of a message that you are intending to forward. We want to honor that some listserv members may respond about practices at their own institution, but would not want that information shared beyond the specific person making the initial request.
- B. Do not post any confidential information or any information that would infringe upon the proprietary, privacy, or personal rights of others.

10. Quality of communication

- A. The tone of the listserv should be friendly and 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 membership in CAPPA.
- B. 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 on the list, you have every right to voice your objections – but do so politely. You may also express concern directly to the person responsible in a respectful manner.

11. Advertisements and Announcements

- A. CAPPA does not accept advertisements from outside publishers, other vendors, or commercial entities.
- B. However, as 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.
- C. Announcements of job postings and conferences are also appropriate if relevant. When posting resources or products that may be of interest to members, please specify whether that product will be free to members and others. Please post about the same event a maximum of twice - an initial announcement and a reminder closer to the event.

12. Participant Recruitment for Research/Assessment/Evaluation Purposes

In order to use the CAPPA Listserv to seek participants in a research/assessment/evaluation study or survey, contact the CAPPA Research Committee Co-Chairs by emailing cappaleaders@gmail.com with "Research" in the subject line.

13. How to change your email address on the listserv

If you would like to change your email address on the CAPPA Listserv, please email cappaleaders@gmail.com. You are able to have up to two email addresses on the listserv if you choose.

14. How to unsubscribe from the listserv

If you are transitioning to another field and do not plan to remain a member of CAPPA, we do allow you to stay in the organization for one year - we still hope members can benefit from your insight and wisdom! If at anytime you wish to be removed from the CAPPA Listserv for whatever reason, please email cappaleaders@gmail.com.

15. What happens if you violate a guideline

- A. Emails that do not meet these guidelines for respectful and meaningful use of the CAPPA Listserv will be returned to their sender with an explanation of the reason(s) why the email was not posted and a request for alterations/additions to the email so that it would meet the guidelines. In rare cases, where the topic is not germane to CAPPA, we will do our best to recommend other listservs that may be helpful.
- B. If the Moderation Team inadvertently approves for posting an email that does not meet these guidelines, a recall email will be sent as soon as possible acknowledging the mistake by the moderators, followed by a corrected version of the email if applicable.

16. Other posting considerations

- A. Do not include images within the text of an email message unless absolutely necessary (most email servers do not load them automatically anyway due to security protocols). Include images as attachments whenever possible.
- B. Do not post any information or other material protected by copyright without the permission of the copyright owner (this most often relates to scholarly journal articles or proprietary training materials).