# Nonprofit List Serve

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

Postings on the list serve are limited to non-religious, non-political and professionally appropriate items. The list serve is maintained as a neutral source of information and is not intended to advocate any particular mission or cause. This list serve strengthens the Jackson Hole nonprofit community by helping to share resources and increased collaboration.

**Appropriate postings include, but are not limited to, the following:**
- Direct links to valuable information and resources (e.g. articles, websites)
- Donations of items available exclusively to nonprofit organizations
- Event announcements, including fundraisers; however, direct fundraising via the list serve is prohibited
- Requests for information or feedback
- Job opportunities
- Volunteer opportunities
- Volunteer solicitations

**Inappropriate postings include, but are not limited to, the following:**
- For profit business advertising and promotions, including 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. Please approve all such messages with the Community Foundation prior to posting.

We appreciate when you alert us to a potential list serve problem and welcome your feedback and opinions. If you are at all uncertain about the appropriateness of your message or have any other questions, please do not hesitate to contact the Community Foundation: Nicki McDermott nmcdermott@cfjacksonhole.org, Susan Scarlata sscarlata@cfjacksonhole.org or either of them at (307) 739-1026.

**To Sign Up:**

1. Go to the Community Foundation's website: www.cfjacksonhole.org
2. Under the "FOR NONPROFITS" menu, select "Nonprofit List Serve"
3. Enter the e-mail address you want subscribed in the space provided and click "Submit."
4. You will then receive an automated e-mail to which you will have to reply to confirm subscription.
5. You will then receive an automated welcome e-mail.

OR

1. Contact Nicki McDermott nmcdermott@cfjacksonhole.org or Susan Scarlata sscarlata@cfjacksonhole.org at the Community Foundation, and they will subscribe your e-mail address and send you a welcome e-mail with guidelines and instructions.

Your subscription should be active immediately, but occasionally, it will take longer.

**To Post a Message:**

Only subscribed list serve users can post a message to the list serve.

1. Create a new, blank e-mail message.
2. Address the message to nonprofitlistserve@list.cfjacksonhole.org
3. Enter a subject line.
4. Fill in the body of the message.
5. Send the message.
6. Maximum size of message is 200 KB.

Your message will go directly to all addresses subscribed to the list. Please format your subject line and the body of your message accordingly.

**Troubleshooting:**

If the Nonprofit List Serve message is bouncing, be sure to check the following tips:

1. The message is too big, it can only be 200KB.
2. The subject line is being 'encoded' which means it is: 1. Being copied and pasted (it has to be typed in), 2. It has odd characters (upside down elimination points, semicolon, etc.) 3. The browser that is being used is encoding the message (Safari in particular likes to 'encode' the subject line).
3. The message is being sent from an email address not subscribed to the Nonprofit List Serve. Please subscribe the email address the message is being sent from.

**To Unsubscribe:**

To unsubscribe an email address at any time from the Nonprofit List Serve:

1. Open a Nonprofit List Serve email through the address that needs to be unsubscribed.
2. Go to the bottom of that email and look for the footer paragraph that begins 'You are currently subscribed to nonprofitlistserve as:…'

3. Send a blank email to the subscriber specific address that starts with: 'leave-nonprofitlistserve-…'.
4. If the Nonprofit List Serve email does not include a footer, try opening a few other Nonprofit List Serve emails you have received.