



Nonprofit List Serve

List serves are information-sharing tools used to post and receive email messages to a mass distribution list. You must subscribe to post and receive messages. Members of Jackson's nonprofit community—staff, board, volunteers, donors and other interested parties—can subscribe. Messages posted to the list serve are automatically sent to all subscribed addresses.

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 Jackson's nonprofit community by helping to share resources and increase 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 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 blog posts and newsletters*
- Solicitations for goods and services
- Items for sale*
- Chain letters
- Resumes
- Jokes

*Postings for goods and services offered exclusively to nonprofit organizations at deep discounts may be considered. Please approve all such messages with the Community Foundation prior to posting.

We appreciate being alerted to potential list serve problems 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: Shelby Read (sread@cfjacksonhole.org) or Susan Scarlata (sscarlata@cfjacksonhole.org) or by phone at 307-739-1026.

To sign up for the Nonprofit List Serve:

1. Go to the Community Foundation's website: www.cfjacksonhole.org
2. Under the "PARTICIPATE" dropdown menu, select "NONPROFIT LIST SERVE"
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 307-739-1026 for help with subscribing.

To post a message to the Nonprofit List Serve:

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 nonprofitlistserve@list.cfjacksonhole.org
4. Enter a subject line.
5. Fill in the body of the message.
6. Send the message.

Troubleshooting, if your list serve message bounces back, check the following:

1. Is the message too big? It can be 200KB, at most.
2. Common things in subject lines can prevent emails from being sent. Check the following:
 - a. Remove any "odd" characters such as upside down elimination points, semicolons, etc...
 - b. Did you paste text into your subject line? If so, type it instead.
 - c. Sometimes browsers (especially Safari) encode messages. Try switching browsers.
3. Is the message being sent from an email address not subscribed to the [Nonprofit List Serve?](#)

To unsubscribe an email address from the Nonprofit List Serve:

1. Open an email you received through the list serve in the account you want to unsubscribe.
2. At the bottom of the email there is a sentence listing how to unsubscribe stating:
3. To unsubscribe send a blank email to leave-nonprofitlistserve-3077646R@list.cfjacksonhole.org
(Some list serve emails do not have this information so you may need to open a few to find it.)