



## Policy for CCD Email List Use and Sharing Information with CCD Member Organizations

CCD member organizations can benefit from learning about events, announcements, news, and research from other CCD member organizations. The CCD Board is updating its policy regarding the use of the general CCD email list and has created a new option for providing disability related information not directly related to CCD business: a weekly digest email. From this point forward, the general CCD and CCD Task Force email lists should be used for official CCD business only. All other types of announcements or information should be sent to [membernews@c-c-d.org](mailto:membernews@c-c-d.org) for inclusion in the weekly digest email.

### Use of the CCD General Email List:

- Any email sent to the general CCD email list must be approved in advance by the Chair or Vice-Chair of CCD.
- Task Force business (e.g. sign on letters, updates) should generally be sent to that Task Force only. If the issue is too urgent to go out in the weekly digest or of such significance that all of the co-chairs of a task force agree it should be sent to all of CCD, an exception to that general rule can be made by the Chair or Vice Chair of CCD. CCD membership and/or leadership can also elevate an issue or document to an all CCD issue or advocacy effort through discussion and agreement at the Annual Meeting, a monthly Co-Chairs meeting, or through an email discussion with all co-chairs through the CCD co-chairs email list. Reminder: Organizations will sign up for a particular Task Force if they are interested in information related to that topic so information should be sent through Task Force lists unless there is CCD leadership agrees that the item should be elevated to all CCD.
- **No more than three announcements (one announcement, a reminder, and a final reminder)** may be sent through the general CCD list serve or to a CCD Task Force(s) for each CCD event, advocacy, or sign on opportunity.
- **Under no circumstances should the general CCD list or Task Force email lists be used for fundraising purposes or to advertise publications or trainings/webinars that cost money to purchase or participate.**

**For Task Force emails:**

- A co-chair of a Task Force or working group must approve sending a document or announcement to a Task Force email list. Co-Chairs should generally consult with their fellow Co-Chairs regarding the use of the Task Force list for non-task force business before sending a message through the Task Force list. Co-Chairs should remember that these lists are not an extension of their organizational email lists and should use the lists judiciously when deciding whether to send an email via the Task Force lists.
- If you are not a co-chair of a particular task force and have an email you want to go out to that task force, please send it to all of the co-chairs of that task force for their review and approval. Emails of each of the co-chairs of all task forces can be found at <http://www.c-c-d.org/rubriques.php?rubpage=18>
- **No more than three emails (one announcement and two reminders)** may be sent through the CCD Task Force(s) list for a particular action alert or sign on letter.
- **In the email subject line, please use an appropriate header to distinguish which type of information it is—such as:**

| <b>What</b>                                  | <b>Subject Line Format</b>                                      | <b>Example</b>  |
|--|---|---|
| Task Force Meeting Announcements and Agendas | [Task Force Name] Task Force Meeting: [mm/dd]                   | LTSS Task Force Meeting: 09/30  |
| Sign-on Letter, Statement or Testimony       | Sign-on Deadline mm/dd: [Subject of Sign-on Letter]             | Sign-on Deadline 09/30: Higher Education Act Principles                     |
| Action Alert                                 | Action Alert: [Subject of Action Alert]                         | Action Alert: Cosponsor the Veterans Homebuyer Accessibility Tax Credit Act |
| Documents for Review                         | For Review Deadline mm/dd: [Subject of Document to be Reviewed] | For Review Deadline 09/30: SSDI Testimony for the Record                    |
| Update                                       | Update: [Subject of Update]                                     | Update: FY 2016 Appropriations  |

**New Weekly Digest Email:**

Information or announcements not appropriate for distribution through the general or task force email lists that could be helpful or of interest to CCD member organizations can now be distributed through a weekly digest email list.

**Types of Information to Be Included in Weekly Digest:**

- Event announcements and invitations (events or briefings sponsored by CCD or CCD Task Forces can still be distributed through the general CCD and task force lists)

- Sign on opportunities for non-CCD documents/letters
- New research/publications of interest
- General information of interest
- Job Announcements
- Personnel changes
- Requests for CCD members to participate in surveys or studies or to pass on to their chapters or members
- CCD Task Force sign on opportunities that have not been approved for distribution to the general CCD email list (see above for more information)

**Process for Getting Information Included in Weekly Digest:**

- Send an email including the information you want added to the weekly digest email to [membernews@c-c-d.org](mailto:membernews@c-c-d.org) by the close of business on Friday of each week.
- CCD's support contractor will compile the information on Monday morning of each week into an email, which will be reviewed by the Chair or Vice Chair of CCD prior to sending it out.
- The weekly email will be sent out late Monday morning. The email will come from this email address: [weeklydigest@c-c-d.org](mailto:weeklydigest@c-c-d.org).