



## CCD Policy for CCD List Serve Use

CCD member organizations can use the general CCD list serve to educate fellow CCD member organizations regarding important policy developments, events, and opportunities. However, the general CCD list serve is not an extension of an individual organization’s email list. As the volume of emails sent through the list serve has increased significantly in recent years, updates to the policy regarding its use are necessary. It is important that organizations be thoughtful and considerate of fellow CCD members when deciding whether to send an announcement through the general list serve, as well as how many times to send the same message or reminders.

Different policy governs the use of the general CCD list serve and task force email lists for different types of documents or announcements:

**For non-substantive documents** (events, job openings, award nominations, conferences, etc):

- Any email sent to the general CCD list serve must be approved by the Chair or Vice-Chair of CCD.
- If the topic is likely to be of interest only to organizations that have signed up for a particular Task Force(s), please send the announcement to **that Task Force(s) only**. Organizations will sign up for the Task Force if they are interested in information related to that topic.
- **No more than two announcements (one announcement and one reminder)** may be sent through the general CCD list serve or to a CCD Task Force(s) for each event, gala, conference, job opening, award, etc.
- **In the email subject line, please use an appropriate header to distinguish which type of information it is—such as:**

What	Subject Line Format	Example
Event (Briefing, Conference, etc.)	Event Invitation: [Name of Event and Date/Briefing]	Event Invitation: Caregiving Briefing 09/28
Job Opening	Job Opening: [Organization and Job Title]	Job Opening: National MS Society, Director of Policy
Webinar Opportunity	Webinar Opportunity: [Name of Webinar and Date]	Webinar Opportunity: The Sharing Economy and People with Disabilities 06/30

- **Neither the general CCD list serve nor Task Force email lists can be used for fundraising purposes or to advertise publications or trainings/webinars that cost money to purchase or participate** (this does not include policy related conferences or galas hosted by CCD members which have a registration/attendance fee).

**For task force meeting announcements, action alerts, sign-on letters, testimony, statements for the record, and other updates and documents that contain substantive policy-related content:**

- In general, documents and announcements of this type should be sent to the relevant Task Force or Task Forces only. If the topic is likely to be of interest only to organizations that have signed up for a particular Task Force, please send the announcement to **that Task Force(s) only**. Organizations will sign up for the Task Force if they are interested in information related to that topic.
- If the topic is of such importance or very likely to be of interest to the whole coalition (such as budget or appropriations alerts because it affects every Task Force), it can be sent to all of CCD through the general CCD list serve but this should be done judiciously. Any email sent to the general CCD list serve must be approved by the Chair or Vice-Chair of CCD.

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 list serve. 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 general CCD list serve or to a CCD Task Force(s) for a particular action alert, sign on letter, or topic.
- **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