

ArSCA Listserv Policies and Procedures

1. Members will need to apply for a membership subscription to the listserv. This is not automatic, but will be approved based on the ArSCA membership list.
2. The membership application lets members choose the email address to verify for listserv subscription.
3. The ArSCA listserv is a '**members only**' list.
4. Posts from commercial/vendors, survey requests, and non-member posts will be considered individually based on content.
5. The purpose is to form a network of counseling professionals that can share information of a counseling nature that fits with the vision and mission of the ArSCA organization.
6. Members should contact technology@arschoolcounselor.org about their listserv problems. Regional presidents can contact Robin Finley as needed for assistance for their region
7. Subscribers will be automatically deleted from the list when delivery errors have been reported for a period of 3 days or more. These parameters are set by the DIS filters.
8. If you are inadvertently unsubscribed, contact technology@arschoolcounselor.org
9. Post larger than 40MB are held in the que and will be evaluated for release. This threshold is set by the DIS filter.

List Etiquette

1. Remember when posting that although the listserv is Members Only, anyone can print your post or forward it to someone outside our membership. Strive to keep your posting professional for your own protection.
2. Searching for a student is permissible by using the student's name, grade, and previous school. Do NOT post anything personal relating to reasons for the search.
3. When applicable, collect replies to your question or query and then post a list of the responses back to the ArSCA list for sharing of ideas. Remove names and identifying information on your responses shared with the list if needed.
4. Make sure to provide an updated email address for the listserv or resubscribe from your new email address if you move to another school. This information will need to be updated on your membership information also. Please email that information to office@arschoolcounselor.org

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