



Southern Arizona Association for
the Education of Young Children

An Affiliate of **naeyc**

Southern Arizona Association for the Education of Young Children Listserv Guidelines

Purpose:

- To inform SAZAEYC members and friends of SAZAEYC about educational and professional opportunities and resources.
- To post items of interest to the early childhood community such as job announcements, professional development and workshop opportunities, notice of meetings, etc.
- To create a feeling of community and support for SAZAEYC members and friends.

Who is eligible to Post:

- Listserv members
- Related groups and individuals, with permission from SAZAEYC. Please contact Kelly at executivedirector@sazaeyc.org

Courtesy Guidelines:

- Use polite and professional language.
- As we move forward with equity and professionalism in our early childhood work, please use child care or early care and learning, instead of daycare.
- Have a **clear subject line** so recipients can define quickly if they need to read the posted message in its entirety.
- Respect the time of your colleagues. Evaluate your message prior to posting to ensure it has a wide spread value.
- ***Please limit the number of times you post. Although this will vary on a case by case basis, one time per week is usually considered appropriate. If you have a list of workshops or events, we recommend that you attach it as a flier.***
- Keep message length to minimum. Cite sources (i.e. links) rather than sending an entire document. **Maximum limit is 1 MB.** If it is too large, the message will be rejected.
- **Use reply-all judiciously!** Only respond to involved individuals. **Once a discussion has begun, please post off the Listserv to address only those individuals involved or interested in furthering the discussion.** •
- Keep forwards to a minimum. They will bounce back or go to spam folders.

Prohibitions:

- ***Liability - Please note that the SAZAEYC Listserv is not moderated. That is, no one reads or edits your e-mails prior to distribution. You are responsible for the content of your postings. SAZAEYC accepts no responsibility for opinions and or information posted.***
- Content that contains copyrighted information should not be posted unless permission to distribute has been obtained.
- Do not post financial or material solicitations for personal business or personal gain.
- Do not post commercial advertisements, Spam or Urban myths.

Updated 5.20.2021



If you wish to **post a message**, simply create a regular email (employing the guidelines above) and address it to: sazaeyc@listserve.com

Please note: you will not receive the post in the email box you sent it from, as it is the same as any other email message in this regard.

There are two ways to **subscribe/unsubscribe to the listserv:**

- One is to send an email to executivedirector@sazaeyc.org asking to be subscribed.
- You can also go to: <http://mailman.listserve.com/listmanager/listinfo/sazaeyc> to sign up/remove yourself directly.

If you ever wish to stop receiving posts, there is a link at the bottom of every post you can click on to unsubscribe.

Questions, problems, or concerns about the listserv should go directly to executivedirector@sazaeyc.org.

Warmly,

Kelly Ann Larkin, Executive Director

pronouns: she, her/hers

520-869-8736 (cell)

520-777-0867 (office)

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