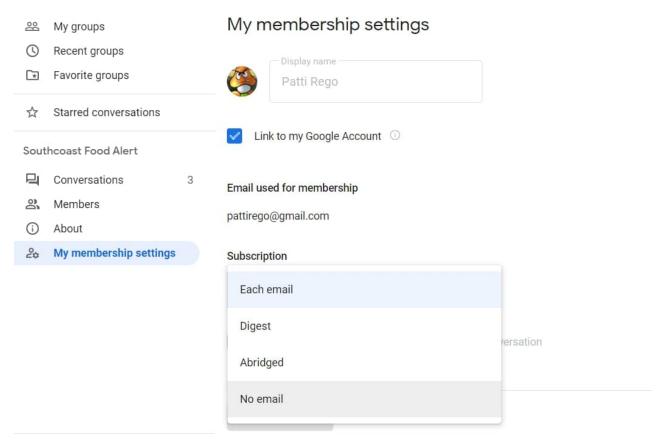


## **Southcoast Food Alert Posting Guidelines**

Please adhere to these guidelines while posting to the listserv.

- 1) The Food Alert listserv is food need-based. It is for communicating and alerting one another about local, emergency food needs -- not for sharing general information. If you have general info about food, please contact us at <a href="mailto:sfpc@marioninstitute.org">sfpc@marioninstitute.org</a>.
- 2) No posting of jobs, advertisements or non-food relief solicitations.
- 3) Please be sure to save southcoastfoodalert@marioninstitute.org in your contacts so that emails do not end up in your Spam folder.
- 4) Subject headings: All postings should be as clear as possible about the contents (e.g. A food item, an event or topic being addressed) in the Subject Heading.
- 5) Please be sure to include your full contact info with each email you send. That can be your mail signature or simply your name, organization and reply-to email.
- 6) Postings of events and shares should always include the location city and state or province.
- 7) Netiquette: Common rules of etiquette for posting apply (no flaming, rude content, etc.)
- 8) FOR RESPONSES When you reply to a message that you received from the Food Alert mailbox, there are 2 Options:
  - Select REPLY to reply ONLY to the sender, or
  - Select REPLY ALL to reply to the entire group
- 9) Membership Settings in Google Groups To specify your membership settings, and to select the frequency of emails Each Email, Digest, Abridged, etc. please follow the below pictorial:



Dei...... . T.....