



## Community Foundation

OF JACKSON HOLE

# Nonprofit Listserve

Listserve is an information-sharing tool used to post and receive email messages to a mass distribution list. You must subscribe to post and receive messages. Members of Jackson's nonprofit community—staff, board, volunteers, donors and other interested parties—can subscribe. Messages posted to the listserve are automatically sent to all subscribed addresses (currently around 1,400 people).

Postings on the listserve are limited to non-religious, non-political and professionally appropriate items. The listserve is maintained as a neutral source of information and is not intended to advocate for any particular mission or cause. This listserve strengthens Jackson's nonprofit community by helping to share resources and increase collaboration.

### **Appropriate postings include, but are not limited to, the following:**

- Direct links to valuable information and resources (e.g. articles, websites)
- Donations of items available exclusively to nonprofit organizations
- Event announcements, including fundraisers; however, direct fundraising is prohibited
- Requests for information or feedback
- Job opportunities
- Volunteer opportunities & solicitations (though our resource VolunteerJH.org is a more direct place for this)

### **Inappropriate postings include, but are not limited to, the following:**

- For profit business advertising and promotions including blog posts and newsletters\*
- Solicitations for goods and services
- Items for sale\*
- Chain letters
- Resumes
- Jokes

\*Postings for goods and services offered exclusively to nonprofit organizations at deep discounts may be considered. Please approve all such messages with the Community Foundation prior to posting.

We appreciate being alerted to potential listserve problems and welcome your feedback and opinions. If you are at all uncertain about the appropriateness of your message or have any other questions, please do not hesitate to contact the Community Foundation: [info@cfjacksonhole.org](mailto:info@cfjacksonhole.org) or by phone at 307-739-1026.

**To sign up for the Nonprofit Listserve:**

1. Go to the Community Foundation's website: [www.cfjacksonhole.org](http://www.cfjacksonhole.org)
2. Under the "RESOURCES" dropdown menu, select "NONPROFIT LISTSERVE"
3. Click on the link under "How to Subscribe" and send a blank email to the email address provided.
4. You will receive an automated email to which you will have to reply to confirm subscription.
5. Once you have replied, you will receive an automated welcome email. Your subscription should be active immediately, but occasionally, it will take some time.
6. If any of the steps above are confusing or you have questions, contact the Community Foundation at 307-739-1026 for help with subscribing.

**To post a message to the Nonprofit Listserve:**

1. You must be subscribed to send emails through the nonprofit listserv.
2. Create a new, blank email message keeping in mind this will go to all listserv members.
3. Address the message to [nonprofitlistserv@list.cfjacksonhole.org](mailto:nonprofitlistserv@list.cfjacksonhole.org)
4. Enter a subject line.
5. Fill in the body of the message.
6. Send the message.

**Troubleshooting, if your listserv message bounces back, check the following:**

1. Is the message too big? It can be 200KB, at most.
2. Common things in subject lines can prevent emails from being sent. Check the following:
  - a. Remove any "odd" characters such as upside down elimination points, semicolons, etc...
  - b. Did you paste text into your subject line? If so, type it instead.
  - c. Sometimes browsers (especially Safari) encode messages. Try switching browsers.
3. Is the message being sent from an email address not subscribed to the [Nonprofit Listserv?](#)

**To unsubscribe an email address from the Nonprofit Listserv:**

1. Open an email you received through the listserv in the account you want to unsubscribe.
2. At the bottom of the email there is a sentence listing how to unsubscribe stating:
3. To unsubscribe send a blank email to [leave-nonprofitlistserv-3077646R@list.cfjacksonhole.org](mailto:leave-nonprofitlistserv-3077646R@list.cfjacksonhole.org) (Some listserv emails do not have this information so you may need to open a few to find it.)