

## UUFB Email Group Etiquette

The UUFB Email Group is located at [uufb@yahoogroups.com](mailto:uufb@yahoogroups.com). To join the list, you must first become a Yahoo member. Then, send an email to [uufb-subscribe@yahoogroups.com](mailto:uufb-subscribe@yahoogroups.com). See “Joining the UUFB Email Group” for more detailed information.

*The primary purpose of the email group is for announcements directly related to the life of the Fellowship, i.e., announcements related to our services and “official” activities.*

*A secondary purpose is to maintain and strengthen our UUFB community.*

To make sure that we keep the number of emails to a manageable level, we have a code of etiquette related to uses of the email group that are not directly related to UUFB activities.

### Examples of appropriate uses

- Asking for help, or for a recommendation for where and how to find help
- Trading or giving away items, or finding a needed item
- Passing on a job lead or other information that may help other friends and members
- Announcing an event or opportunity related to another organization the Fellowship, through the Board, has “adopted” – e.g., the Gallatin Valley Food Bank, Family Promise

### Examples of uses considered inappropriate

- Postings about politics, news, or current events, or jokes
- Advertising member businesses or events in which a member has a direct monetary interest
- Posting items for sale or properties for rent
- Announcements related to other charitable organizations. (If we posted announcements for all the organizations we’re collectively involved with, Yahoo might crash!)

*An important exception about sales and rentals: if a member or friend is selling or renting an item or service for which all proceeds will be donated to UUFB, an announcement to that effect is certainly appropriate.*

The Sunday Service bulletin board is the place for posting other sale and rental items, business notices, and other non-UUFB announcements. *Everyone is encouraged* to post items on the bulletin board, and to check out what’s on the board each Sunday.

### How to use the email group

1. *Please clearly identify* in the subject line what the message is about.
2. To reply to a posting, *please reply only to the person* who posted it. At the bottom of the post, select “Reply to sender.”