

# Troop 75 Group Email Guidelines

5/24/16

Troop 75 uses a number of group emails, to enable efficient communication to the entire Troop, or to allow Troop Leadership (Scoutmasters, Committee, Patrol Leaders Council) to coordinate events. Access to send to these group emails is restricted to a limited number of individuals. While this does make it easier to communicate with the Troop, there are some guidelines that should be followed to minimize the number of “Why am I reading this?” e-mails within the Troop.

Please use your own judgment when using any Troop 75 group email, with the suggestions below as guide.

1. Please only send emails regarding Troop 75 and Scouting events/activities. To be fair to all, no exceptions please.
2. The Troop 75 email groups are “all or nothing”, in terms of who receives the email. Users should be aware of their audience prior to sending an email. If an email is intended for a sub-set of the Troop parents/Scoutmasters/Committee, consider sending to individual emails. Also consider creating a personal email list for certain topics/events where a sub-set of Troop leaders/parents will be involved.
3. If the email is about an event, the first email should be as detailed as possible (e.g. date, time, place/site/directions, uniform type, meal details). This will reduce or eliminate the need for additional clarification emails. Use meaningful subject lines.
4. Wherever possible, seek to consolidate information into a single email. (e.g. responding to several follow-up questions)
5. If you have questions about a specific event, please direct your questions to only the email sender (i.e. clicking “Reply”) instead of emailing your question to a Troop 75 email group (i.e. Clicking “Reply All”).
6. The Troop 75 web site is an excellent reference to find out who an email should be addressed to, as well as contact information for individual leaders.
7. *Take discussions off-line to: a smaller email group, a Troop/Scoutmaster/Committee meeting, or a phone call.* If an issue/question becomes an email discussion or controversial, please consider removing it from the Troop 75 email groups and continuing it with only those involved or having shown interest. After the question/issue is resolved, please send the results to the appropriate Troop 75 parties. Other options include making a phone call or discussing it at the next Troop/Committee/Scoutmaster meeting
8. *Anyone should feel open to suggest that an email discussion be taken off the Troop 75 group emails and continued in a smaller group (or just do it with your email response).*
9. *Consistent with our practices of “Two-Deep Leadership” there should not be any one on one email contact between a Scout and an adult leader.* At a minimum, a second adult leader should be copied on any emails. This should be also communicated to any Scout who reaches out to an Adult Leader individually (include another adult leader in the reply).

Users who do not follow these guidelines will be contacted by the Committee Chair or Scoutmaster as a reminder. Users who consistently do not follow these guidelines will have their access to the Troop 75 email groups disabled or removed.

Any person who has questions/comments/concerns about the Troop 75 email groups can contact the Email Administrator, Scoutmaster, or Committee chair.