



Franklin County Service Providers List Serv Etiquette

Keep this message for future reference

Our goal is to increase communication between providers – the list serv offers you one more way to share resources.

To respond to the person that posted a message - make sure you only reply to that person and **not** to the entire group.

Only send a message to the entire list when it contains information that *everyone* can benefit from.

To send a message to the group, e-mail FCSERVPROV-L@PO.MISSOURI.EDU.

- The list serv should only be used for messages of a general nature to the entire group. Examples may be - upcoming events, or new services, a reminder of a deadline, or a new brochure you want to disseminate.

- Do not challenge or attack others. The discussions on the lists are meant to stimulate conversation not to create contention.
- It is not to be used for personal use or to promote commercial services or products.
- Do not post commercial messages. Contact individuals directly with products and services that you believe would help them.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.
- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.

There is no need to let anyone know if you are not able to attend a monthly meeting. We will welcome you when you can attend.

If you no longer wish to participate in the **list serv** or you have questions, contact:

Brenda Humphrey
University of Missouri Extension Center
of Franklin County
116 W. Main St., Union, MO 63084
Ph. 636-583-5141 Fax 636-583-5145
E-mail humphreyb@missouri.edu

If you no longer wish to attend or be part of the group, we will remove you from the **mailing list**. Contact our secretary, Micki Hoffman, ph. 636-583-5195, ext. 2592, e-mail mdhoffma@eastcentral.edu.

Visit <http://extension.missouri.edu/franklin/ServiceProviders>
for the lineup of speakers, meeting minutes, by-laws and member list.