



GUIDELINES FOR POSTING TO THE NORCAN LISTSERV

Thank you for your involvement with NorCAN! One of the many benefits of being part of the NorCAN community is the ability to send announcements through the NorCAN listserv. Below is a set of guidelines which will help make sure your message goes out to the NorCAN network in a timely fashion and that it is well received.

1. **NorCAN staff cannot edit your postings.** If you include notes to staff such as “Thanks for posting!” those notes cannot be removed by staff.
2. **NorCAN staff cannot combine your emails.** If you forget to include an attachment with your email, please resend your original email with the attachment. If you send two emails, one with the body of the email and one with the attachment, staff cannot add the attachments to the first email.
3. **Your subject line should be descriptive and include a date.** We also request that your subject line be free of forwarding information, even if it is a message passed on from someone else. You are encouraged to make the subject line fun and interesting!
4. **Begin each email with contact information.** Please include the name, email address, and phone number for the appropriate contact person.
5. **Always include information in the body of your email.** Even if you are including an attachment, please include basic information in the text of your email.
6. **Attachments must be smaller than 2MB each.** Larger files frequently crash or significantly slow down many nonprofits’ servers.
7. **If you are submitting multiple postings, send them as a single email.** Because of the high volume of listserv submissions we receive, we ask that if you have multiple postings at a time that you send them all in one email. Staff is limited to approving 3-4 posts per day, and doing this will allow more people’s submissions to be approved daily.
8. **Send your message AT LEAST 5 business days in advance of the event or deadline.** Because of the high volume of submissions we receive, posts often wait in the queue up to 5 business days before being approved.
9. **Please send postings to NorCAN@humguide.com.** Emails sent to NorCAN@hafoundation.org will not end up in the listserv queue and you will be asked to resubmit.

Questions? Contact us at 707-267-9916 or NorCAN@hafoundation.org