

Newfoundland Club of America, Inc.
NCA Approved Electronic Mail Discussion List Formation Application



Name of Proposed List: _____
 Intended Audience: _____
 Purpose of Discussion List: _____

Qualifications (if any) for joining the list: _____

Person/Group Requesting List Formation: _____

email address: _____

Name of Committee, Task Force or Work Group sponsoring list (if any): _____

Membership to this discussion list will be ___ open ___ closed (based on above qualifications)

Will this list be: ___ advertised in group directories (Yahoo, etc) ___ private

Volunteers willing to serve as administrative moderators:

1. name: _____ 2. name: _____

signature: _____ signature: _____

Guidelines: Each mail list will prominently post guidelines on its homepage that provide a list of acceptable/unacceptable list behaviors.

- Membership in an NCA sponsored email discussion list is a privilege extended by the NCA and can be revoked at any time.
- The NCA name and logo are owned and copy protected by the Newfoundland Club of America, Inc. They cannot be used without written approval of the NCA Board of Directors.
- NCA Mailing Lists are unmoderated in the sense that posts are not screened by a moderator prior to posting on the list. Lists are moderated with regard to membership approval, and adherence to posting guidelines. Posts that are in violation of the list guidelines can result in the subscriber being put on "hold" and forwarding of the posts to the EPPC for mediation. If the issue is not resolved it will be forwarded to the NCA BOD for final determination.
- Do not "flame". "Flaming" includes the making of derogatory comments, ridicule, excessive sarcasm, and innuendo. It is important to recognize that respectful disagreement is not flaming. Every subscriber must be respected; no subscriber should be ridiculed or belittled.
- The content of posts to the list are the property of the author of the post. Do not forward private posts, or send private posts to the list without permission of the original author. If you are sending an announcement that you wish to pre-approve forwarding of, please include the statement "Permission to crosspost" in your message.
- Language used in posts to the lists should be rated PG-13 or better.
- NCA Email lists are not an appropriate venue for sales of any kind. Announcements of NCA and NCA Regional Club fundraisers are permitted.
- Attachments should be shared as a link to a web page or files can be uploaded to the List's webspace to allow list users to download and view attachments at their convenience.
- Anonymous emails are not permitted on NCA email lists, all emails should be signed with the author's name, initials or other individual identifier. Signature lines should be to limited 3 lines of text.

These minimum guidelines will apply to all NCA email discussion lists. Additional conventions may be created by each list to meet the needs of the specific audience.

Signature: _____ Date: _____

Tracking - for Administrative Purposes Only						
EPPC	Date Received		Recommendation	___ Ref to Committee	___ Send to BOD	
C.L.	Date Received		Ref to Comm		Sent to BOD	
BOD	Date Received		Approved		Denied	
Tech Res	Date Received		Admin		Activated	