



Membership Listserv Guidelines

- CRD Listserv**
 This is an unmoderated email discussion group for community college resource development topics. Membership is voluntary and includes nearly 800 members.
- CRD Alumni Listserv**
 This is an unmoderated email discussion group for topics in community college alumni development.
- CRD Presidents Listserv**
 This is an unmoderated email discussion group for topics community college CEO's.

BASIC COMMANDS	
To subscribe to the CRD Listserv	Send an email to crd-subscribe@lists.crdnet.org and leave the body of the message blank
To unsubscribe to the CRD Listserv	Send an email to crd-unsubscribe@lists.crdnet.org and leave the body of the message blank
To subscribe to the CRD Alumni Listserv	Send an email to alumni-subscribe@lists.crdnet.org and leave the body of the message blank
To unsubscribe to the CRD Alumni Listserv	Send an email to alumni-unsubscribe@lists.crdnet.org and leave the body of the message blank
To subscribe to the CRD Presidents Listserv	Send an email to presidents-subscribe@lists.crdnet.org and leave the body of the message blank
To unsubscribe to the CRD Presidents Listserv	Send an email to presidents-unsubscribe@lists.crdnet.org and leave the body of the message blank

			To subscribe or change your preferences: Send an email to: listserv@lists.crdnet.org
Message Command (in subject line or body)			Result
CRD Listserv	CRD Alumni Listserv	CRD Alumni Listserv	
SET crd NOMAIL	SET alumni NOMAIL	SET presidents NOMAIL	Suspend subscription – receive no mail
SET crd DIGEST	SET alumni DIGEST	SET presidents DIGEST	Receive compilation of messages once per day
SET crd SUMMARY	SET alumni SUMMARY	SET presidents SUMMARY	Receive a summary of postings by subject line with links to messages
SET crd MAIL	SET alumni MAIL	SET presidents MAIL	Return to normal reception mode



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OR YOU CAN MANAGE YOUR SUBSCRIPTIONS BY VISITING [HTTP://LISTS.CRDNET.ORG/LISTS](http://lists.crdnet.org/lists)

- ★ Enter your email address and password.
 - You can click "Request Password" if you forgot your password or need to create one.
- ★ Click "subscriber options" to update your name and subscription mode (digest, normal, no mail for vacations, etc.).
- ★ Click "preferences" to update your email address.

TO ACCESS THE LISTSERV ARCHIVES

- ★ Visit <http://lists.crdnet.org>.
- ★ Enter your email address and password.
 - You can click "Request Password" if you forgot your password or need to create one.
- ★ Log in.
- ★ Choose crd list on the left side of the screen.
- ★ Click "Archive" link on the left side of the screen.
- ★ To manage your subscription, click "Subscriber Options" on the left side of the screen.

GUIDELINES

- Remember that this is an unmoderated email discussion list.
Messages cannot be recalled
- Composing a message to the listserv
 1. Include your contact information – including your email address
 2. Use a descriptive subject line that begins with the topic area (i.e. Grants, Foundation, Alumni)
- Please do not reply to the list with "me too" or "I am also interested"
It is good Listserv etiquette to share responses with the entire list whenever possible.
- The listserv is not intended for the following purposes
 1. To express personal opinions
 2. Promote or advertise specific products or services
 3. Announce gifts/grants received by your institution
- Posting job openings
 1. You may post the position yourself – include 'position opening' in the subject line
 2. Email to CRD staff to distribute
- Messages intended for an individual or small group of individuals should not be posted to the list.
- If you can't be brief, consider another medium.
- Be civil and respectful.

The list administrators reserve the right to delete subscribers who chronically ignore the guidelines set forth above.

Council for Resource Development (CRD), One Dupont Circle, NW, # 365 Washington, DC 20036
phone 202-822-0750 fax 202-822-5014 email crd@crdnet.org
Administrator: crd@crdnet.org