

## EcoEd Listserv Guidelines

The free EcoEd listserv is a space to share information related to outdoor and environmental learning across New Mexico. This is made possible by EENM membership support. Please consider becoming an EENM member to invest in our community and enjoy all the benefits of membership by visiting our secure site at [eenm.org/join](http://eenm.org/join).

All EcoEd posts are moderated. Posts are typically approved and posted within 1-2 business days.

Posts are submitted by sending an email to [ecoed@googlegroups.com](mailto:ecoed@googlegroups.com). Information sharing, such as advocacy and funding opportunities, free community events and programs, resources, and information-seeking emails are encouraged.

Job postings, internships, tuition-based programs, and fundraising solicitations **are not allowed to be shared on the listserv**.

Job postings are an [organizational member benefit](#), and jobs are listed on our [jobs board](#) and [monthly e-newsletter](#). Once your organization signs up for a membership, instructions will be sent via email about how to post a job. Alternatively, [individual job postings](#) can be submitted for a fee.

Guidelines for submitting a post to [ecoed@googlegroups.com](mailto:ecoed@googlegroups.com):

1. Please make sure to update the subject of your email to the ecoed group and remove unrelated content from the email before sending.
2. Please utilize keywords in the subject line or first lines of the email. Example keywords include but are not limited to: Advocacy, Award, Community Dialogue, Events, Grant, News, Opportunity, Policy, Program, Resource, Seeking, Training.
3. Google Group allows for post formatting that is identical to format options in gmail. If your post is highly formatted, we recommend saving as a pdf and sharing that way. Users can both insert and attach files, such as pdf flyers, info-graphics, or posters, to the email.
4. Attend to when it's appropriate to reply all and when it is preferable to reply to only the original sender. Be careful about which button you press.
5. Share and respond thoughtfully and mindfully. EcoEd is a terrific tool but may not always be the correct tool for dialogue around a specific post. If the email topic has turned into a discussion, the sender or EENM may recommend moving the discussion to another forum.

Questions? Concerns? Please e-mail [info@eenm.org](mailto:info@eenm.org).