

JOHN BROWN UNIVERSITY
MASS EMAIL GUIDELINES

Your cooperation with these guidelines is greatly appreciated. Please direct any questions or comments in this regard to Melinda Douglass or Tammy Fisher.

In order to minimize the number of mass emails received by JBU faculty and staff, employees are requested to follow these guidelines below:

For **campus information pertinent to all employees** (conferences, events, fundraisers, thank you notes, etc.), please submit those items to the employee newsletter, the *Weekly Beat* at weeklybeat@jbu.edu.

- The *Weekly Beat* is distributed via email to all employees each Monday. Please submit items by noon each Thursday to be included in the next edition. **Items are requested to be submitted one month in advance of the activity date** for timely notification. Having information available to employees in a timely manner keeps everyone informed of events on campus, helps employees to answer questions by visitors, and encourages participation in campus activities.
- Information regarding JBU-owned furniture and miscellaneous office items which are available to other campus offices can be submitted to the *Weekly Beat* for the upcoming edition.

Requests for mass emails (*such as prayer requests, announcements of children born to or adopted by employees, death notices, and urgent announcements*) are to only include information regarding current JBU employees, retirees, and their immediate family members. Items deemed urgent will be considered on a case-by-case basis. **In consideration of privacy, mass emails regarding JBU employees and retirees are not distributed without their consent.**

Staff members please submit requests to Melinda Douglass in the Office of Finance & Administration. Faculty members please submit requests to Tammy Fisher in the Academic Office.

Prayer requests submitted by students, or for students, should be sent to the Office of Christian Formation.

For items of a personal nature (garage sales, items to sell, housing available, etc), please post in the JBU Marketplace on EagleNet.

Community events, weather reports and public school information will not be distributed campus-wide unless it is an emergency situation. Exceptions will be made as needed. We are confident that employees have access to this information either through KLRC or other services.

Requests from students to send mass emails to faculty and/or staff will be denied. Requests must be made by the faculty member, the club sponsor, or the appropriate office (such as Student Development) and must meet the guidelines above as pertinent campus-related information. Club or athletic fundraisers or other student events can be submitted to the *Weekly Beat*, or to the EagleNet ads.

Offices which can send mass emails include the President's Office, Human Resources, Christian Formation, University Communications, Information Technology Services, and the Office of Institutional Effectiveness. **Emails to Distribution Lists should be sent using the Bcc feature.**