

## TASFAA Listserv Policy

Following are policies to which we ask our TASFAA Listserv (TasfaaL) subscribers to adhere:

1. Messages to TasfaaL must have a subject.
2. When posting a message to the listserv, the address [tasfaal@tasfaa.org](mailto:tasfaal@tasfaa.org) must appear in the TO: field of the email. Messages copied to more than 5 recipients or with recipients in the BCC: field, will be rejected.
3. Subscriptions for individuals whose email is generating an "autoreply" indicating their absence from work and is directed to either all of TasfaaL, the list administrators, or the individual subscribers, may be suspended. It is recommended that you unsubscribe or suspend your subscription by visiting the "listserv" link on [tasfaa.org](http://tasfaa.org) prior to your absence. Follow the instructions for managing your subscription.
4. Messages to TasfaaL are to be kept "on topic"; they should be related to the Administration of Financial Aid.
5. TasfaaL is not to be used for business purposes. Implicit in this statement is advertising. For-profit, non-profit, and government entities are not permitted to use TasfaaL as a vehicle for advertising their products or services. This includes products and services for which there is no cost. Service and operational announcements by these entities can be made if they are open to all members of TASFAA and do not promote the entity or its products. Job change announcements should be for informational purposes (i.e. new company, title, phone numbers, address) and not include any promotion of the institution or company.

Exceptions to this policy can only to approved by the TASFAA Board.

6. "Job Wanted" postings are not permitted. Rather, we suggest that you reflect your availability in your signature area. For example:

Advisor position sought: [www.myschool.edu/sallys\\_resume.html](http://www.myschool.edu/sallys_resume.html)

7. "Position Available" postings are permitted. These should be absent any advertisement promoting the institution or company with the position available. The emphasis should be on the open position not the institution or company.
8. Virus messages, email scams, and the like are not permitted. In general, our individual organizations should have policies in place to deal with these threats (virus software, for example). TasfaaL doesn't need to be the vehicle for those types of announcements. Exception: If your information regarding a threat has specific and direct bearing on the Financial Aid community, please contact [tasfaal-admin@tasfaa.org](mailto:tasfaal-admin@tasfaa.org) for clearance.
9. Postings in excess of 200 lines are rejected. Shorten the message, or provide a URL in the body of the message to point to other relevant information.
10. When posting messages with attachments, "plain text" attachments are encouraged for the convenience of the readers.
11. The TasfaaL Digest is generated daily. If collective size of postings on a particular day exceeds 30Kb, the Digest is generated immediately, and also at the scheduled time.
12. Replies to a message distributed via TasfaaL are set to default back to the poster of the original message. You can redirect your reply to all of TasfaaL, as appropriate, by manipulating the TO: address in your message.
13. TEST messages are not permitted. If you have difficulty posting or are in need of further assistance, please contact [tasfaal-admin@tasfaa.org](mailto:tasfaal-admin@tasfaa.org).
14. Subscriptions for individuals whose email bounces for five days will be suspended. Since bouncing email is evidence of a problem somewhere, the only awareness you may have of the situation may be the absence of TasfaaL postings in your mailbox. Contact [tasfaal-admin@tasfaa.org](mailto:tasfaal-admin@tasfaa.org) if you feel you have been suspended.