

## **Guidelines for Using the ANJEE Membership E-mail List and the *ANJEE ONLINE* and *ANJEE ALERT* Communications Tools**

### **ANJEE Membership E-mail List:**

- The e-mail list for ANJEE members is comprised of e-mail addresses from members who agreed to be placed on the list to receive information from ANJEE.
- The list was originally compiled in 2001 – 2002. It is currently maintained cooperatively between the membership secretary and the *ANJEE ONLINE* Coordinator, who is the primary user of the ANJEE membership e-mail list.
- The e-mail list includes e-mail addresses for ANJEE members with paid membership for that year (January to January), who have an e-mail address. Expired ANJEE members will be kept on this list for no later than six months (as an unpaid member) then will be removed.
- ANJEE recognizes that this e-mail list does not reflect full membership, as a small percentage of members do not have e-mail access or chose not to be placed on the list.
- This e-mail list cannot be shared with any other individual and/or organization without the approval of the ANJEE Executive Board.
- ANJEE members have the option of removing themselves from the ANJEE membership e-mail list.

### ***ANJEE ONLINE* and *ANJEE ALERT*:**

- The purpose of these electronic listings is to keep ANJEE members informed of timely and pertinent environmental education (EE) information and updates in New Jersey, regionally and nationally. They are to be viewed as useful communications tools for ANJEE members that serve to increase their awareness or knowledge of EE resources and information, encourage increased involvement and networking amongst members, and help increase general ANJEE membership.
- Neither electronic listing will include non-professional information, such as weddings and other personal announcements. All announcements should relate directly to ANJEE organizational information or information about the field of environmental education.
- *ANJEE ONLINE* is distributed once monthly. Its contents feature announcements that are not dated or are posted well in advance of any deadlines, program dates, etc. Such announcements include promotional ads, articles and attachments for programs, seminars, courses, grants, special events, job openings, awards, contests, etc. The decision to include an announcement in *ANJEE ONLINE* is left up to the *ANJEE ONLINE* Coordinator.
- *ANJEE ONLINE* information should not overlap with ANJEE newsletter (*Daily Planet*) content – but compliment it. The ANJEE newsletter editor will work cooperatively with the ANJEE ONLINE Coordinator to ensure that content does not overlap or conflict in any way.
- The *ANJEE ONLINE* Coordinator is responsible for collecting, reviewing, editing (if needed) and formatting the contents. Information must be concise and short so that most computers can download or access it. A small font will be used. Each information bit will feature a short heading or title. Longer attachments are referenced in *ANJEE ONLINE* and then provided as an attachment.

- ***ANJEE ALERT*** is to be used minimally. It's purpose is to promote single dated and/or urgent announcements regarding materials, events, actions to be taken, etc., that require immediate action or that speak urgently to ANJEE or EE business. ***ANJEE ALERT*** messages must be sent to the ***ANJEE ONLINE*** Coordinator by/through the ANJEE President as a form of approval.
- ANJEE members are encouraged to share either of these electronic announcements with other educators. This type of networking cannot be prevented and would serve to promote ANJEE services and resources to potentially new members and new EE practitioners.