

Mailing List and Membership Directory Policy

Policy number	C-001
Category	Communications
Sponsor	Communications Ambassadors
Date of Approval (or Revision)	4/22/2023
Effective Date	5/8/2023
Version	2.0
Review Frequency	Annually

PURPOSE

The purpose of this policy is to facilitate communication within CFS, while providing a limited amount of privacy in that communication for the members.

DEFINITIONS

Mailing List – for the purposes of this policy, the mailing list refers to the Discourse forum used for email distribution. However, the respect of privacy, described in this policy, also applies to the information in the CFS Membership Directory.

For purposes of this policy, the following terms will be defined as:

CFS Alumni-Parents of CFS graduates and CFS graduates

CFS Friends-CFS coaches and activity leaders

PROCEDURE

- I. We have two email groups available to all CFS member families: members@cfsks.org and all@cfsks.org
 - A. The first email group, all@cfsks.org, will be open to all CFS member families as well as CFS alumni and friends.
 1. All parent members' email addresses will automatically be sent an invitation to this group and acceptance of that will also place you in the members@cfsks.org group (see B). At least one parent must accept this invitation.
 2. While anyone who accepts an invite for the CFS email list will be a member of this group, you may choose to turn off email notifications for the “all” group. If you choose to turn off notifications, you can still see the activity from this group on the cfsks.org website.
 3. This email group will be used to share things like curriculum you are looking for, curriculum you have for sale, classes available to homeschool families in the area, non-CFS events homeschooled families are invited to, fundraising opportunities

you are invited to support, announcements about home sporting events to attend, etc.

4. If a family would like to receive fewer emails, they can opt not to receive email notifications from this group as mentioned above. Members just need to be clear which communication they won't receive in their inbox if they make that choice.
- B. The second email group, members@cfsks.org, is for official CFS-specific communication.
1. This group will be composed of only active CFS member families.
 2. **One email address per family is REQUIRED** to continue to receive email notifications from this group i.e., may not turn off email notifications.
 3. This is where volunteer coordinators of all CFS activities (sports, fine arts, Bible quizzing, testing, formal, etc.) will share opportunities with the membership.
 4. This is also where the board will share the board brief and quarterly report and membership renewal reminders.
- C. The CFS IT lead will manage invitations to Discourse. The group, members@cfsks.org, will be updated each summer after membership renewals and applications have been approved by the board.

II. Membership Directory

- A. The membership information on the CFS website will be protected by a password provided to CFS members.
- B. The CFS Membership Directory may not be used for purposes of solicitation or other commercial purposes, nor may it be transmitted in any form or by any means, electronic or mechanical, whether temporary or permanent, without the prior permission of the Board of Directors.
- C. Any reported misuse of this information may result in expulsion from CFS.

VERSION HISTORY

Version	Description	Date
1.0	Initial approval	March 2010
1.1	Added alumni and changed website password info	April 2016
2.0	Total rewrite of the email system and procedures	April 2023