

North Dakota State University
ANNOUNCEment Listserv Guidelines

Section I: Purpose

- A. The purpose of the ANNOUNCEment Listserv is to inform students of upcoming events and information pertinent to student life.

Section II: Guidelines

- A. The ANNOUNCEment Listserv shall be moderated by the Student Government Public Relations Commission.
- B. Messages shall be approved and sent after 5:00pm Sunday through Thursday excluding official NDSU breaks and holidays.

Section III: Requirements for Sending a Message

- A. All messages sent through the ANNOUNCEment Listserv shall contain the following:
 - 1. A subject line containing:
 - a. The event name or a brief description of the event.
 - b. The name of the hosting organization.
 - 2. The body of the email must contain event details including:
 - a. A general description of the event.
 - b. Contact information for the event host.
 - c. The host's relation to the organization.
 - d. The date of the event.
 - e. The time of the event.
 - f. The location of the event.
 - 3. The email may not contain:
 - a. Attachments (i.e. pictures, documents, .vcf)
- B. Messages must be received by 5pm the day before the message is to be sent.
- C. Messages to be sent via the ANNOUNCEment Listserv shall be submitted to listserv@ndsusg.com for approval by the moderator(s).
- D. Surveys must be done either through the Group Decision Center or another Institutional Review Board (IRB) approved method to ensure anonymity and security for students.

Section IV: Message Quota

- A. Tier I Organizations may send up to two messages per week.
- B. Tier II and Tier III Organizations may send one message per week and shall be limited by their CSO rating.
 - a. CSO rating of 5 – 5 messages per semester
 - b. CSO rating of 4 – 4 messages per semester
 - c. CSO rating of 3 – 3 messages per semester
 - d. CSO rating of 2, 1, 0 – 0 messages per semester
- C. Temporary Organizations shall be limited to one message per week and two messages per semester.
- D. Student Government Senators may send one message per week, up to two messages per semester.
- E. The President of the Student Body shall be able to send up to one message per week.
- F. University departments may send up to one message per week.

- G. Student Government may submit an additional message for the initial advertisement of an open Senate position.
- H. Student Government Executives may send one message per week.
- I. Administrative Units may send up to one message per month.

Section V: Enrollment

- A. All members of the NDSU Student Body shall be added to the ANNOUNCEment Listserv for the semesters they are enrolled
- B. To unsubscribe from the ANNOUNCEment Listserv send a message to listserv@listserv.nodak.edu with the subject line of "signoff ndsu-student-announce."