



California State Council

CSC E-Blast Guidelines

The purpose of the CSC E-Blasts is to disseminate information to the membership as quickly as possible thereby enhancing the flow of communication between CSC Executive Board, General Board and the general membership. E-blasts are not to be used for sharing jokes or stories. Individual member information continues to be sent to the CSC Chaplain.

All CSC E-blasts must be approved by the CSC President.

Requests for e-blasts must be from one of the following:

- Executive Board
 - Chairman
 - Regional Council President, or
 - Chapter President—A council or chapter event chairman may request an e-blast if the President is cc'd in the request.
- *Exception**-the President does not have email.

All requests must be composed, if appropriate with attachments, ready to forward to the distribution list. The webmaster does not review the message for spelling or grammatical errors. The requestor assumes full responsibility for the message and its contents.

Requests for e-blasts are to be sent to the CSC President, cc the webmaster (webmaster@esa-california.com) and other appropriate individuals.

E-Blasts from CSC Chairman should be pertinent to the majority of the membership. If the message is regional, the Chairman is responsible for notifying the Regional Councils in that area.

E-Blasts are to be sent from the e-blasts@esa-california.com email account. Alternate email address is webmaster@esa-california.com.

Requests for e-blasts should be of the following nature:

- ESA Project Event—Volunteer opportunity, or fundraising opportunity pertinent to majority of membership
- Information, forms, etc. needed for chapters to conduct business
- Time sensitive information
- Information disseminated to CSC Executive Board or Chairman from IC Board (IC Executive Board or Chairman)
- Chapter events (event information, if fundraiser brief info)
See attached chapter fundraiser example.