

## GOOSE CREEK EMAIL PROTOCOL

Friends and attenders can request email announcements to Goose Creek email recipients regarding the following organizations:

- Goose Creek Monthly Meeting
- Baltimore Yearly Meeting
- Quaker camps
- Friends Wilderness Center
- Friends General Conference
- Pendle Hill
- School of the Spirit
- Friends Committee on National Legislation
- Friends United Meeting
- Friends Publishing Corporation (Friends Journal, QuakerSpeak)
- Right Sharing of World Resources

Clerks of committees can request email announcements be sent out regarding non-Quaker organizations supported by Goose Creek.

No email announcements may be sent out to promote fundraisers or events for other local, charitable, or non-Quaker organizations that do not have a relationship with Goose Creek. Exceptions will be considered by the appropriate committee.

Emails requesting support for individuals MUST first be approved by the individual or their family.

### Editing & Proofreading

Committee clerks may request that email announcements approved by the committee be sent out “as is,” with no editing. In all other cases, email managers will reserve the right to proofread all submissions and, when deemed necessary, correct or edit the content. If there is a lack of clarity or any other questions, the manager will request clarification from the submitter.

The email managers will compose the subject line of each email in accordance with standard format.