



Troop 753

Email List Subscription Information



Troop 753 currently maintains 2 mailing lists for the purpose communicating announcements and other relevant Scouting information:

everyone@troop753.org-- Scouts, adult leaders, and parents. This is our primary method of communication within the troop. This list averages 18 to 20 email messages per month and has approximately 150 subscribers.

adults@troop753.org-- Adult leaders and parents. Messages for our troop committee and parents are sent to this list. Never send the same message to both lists! This list averages 8 to 10 email messages per month and has approximately 75 subscribers.

To add, remove, or change an email address subscribed to our lists contact Mike Tiegreen at mike.tiegreen@dallascityhall.com with your request. You may subscribe using multiple email addresses.

Mailing list etiquette:

1. **Be concise and to the point.** Do not send messages that are longer than they need to be.
2. **Answer all questions, and pre-empt further questions.** An announcement must answer all of the questions. A single unanswered question results in at least 2 additional email messages.
3. **Use proper spelling, grammar, & punctuation.** Improper spelling, grammar, and punctuation make a message difficult to read, and can even change the meaning of your text. Use a spell checker.
4. **Do not attach unnecessary files.** Avoid sending large attachments, eCards, background images, and other unnecessary attachments. Use a good virus scanner to verify your attachments.
5. **DO NOT WRITE EVERYTHING IN CAPITAL LETTERS!**
6. **Read your message again before you send it.** Reading your message through the eyes of the recipient will help you send a more effective message and avoid misunderstandings or inappropriate comments.
7. **Avoid using Reply-to-All.** Only use Reply-to-All if you really need your reply to be seen by all 100+ people on the mailing list.
8. **Use a meaningful subject line.** Change the subject line of a reply or forwarded message as needed to keep the subject line meaningful. Avoid using "URGENT" and "IMPORTANT" in the subject line.

Email List Subscription Information

Scout's Name: _____

Scout's Email Address: _____

Name of Parent/Guardian 1: _____

Parent/Guardian 1 Home Email Address: _____

Parent/Guardian 1 Work Email Address: _____

Name of Parent/Guardian 2: _____

Parent/Guardian 2 Home Email Address: _____

Parent/Guardian 2 Work Email Address: _____