



SCHOOL COUNSELORS OF FLORIDA

A DIVISION OF THE FLORIDA COUNSELING ASSOCIATION

School Counselors of Florida Listserv

How to Join the Email Listserv

To join the listserv, send an email to SCF@SchoolCounselorsFla.org. In the email, write the subject line, "SCF Listserv". In the message of the email, list your name. Once SCF's representatives receive the email, you will receive a confirmation to join.

What is the Email Listserv

School Counselors of Florida uses the free Yahoo "Groups" application to facilitate a listserv for Professional School Counselors to communicate. This listserv provides all school counselors of Florida the opportunity to share thoughts, concerns, and ideas. The purpose is to develop a line of communication to promote collaboration across the state.

Anybody can join and contribute to this listserv. A listserv is a mailing list of people who share a common interest. When someone posts a message to a listserv, all of the individuals subscribed to that list will receive the message via e-mail. Subscribers can either respond to the individual or the whole list. The traffic for each listserv varies but if you feel the amount of messages is overwhelming, unsubscribing is just as easy as subscribing.

By joining and using these e-mail lists, you agree that you have read and will follow the rules and guidelines set for these peer discussion groups. You also agree to reserve list discussions for topics best suited to the medium.

Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact SCF for clarification. In order to preserve a climate that encourages both civil and fruitful dialogue, SCF reserves the right to suspend or terminate membership on all lists for members who violate these rules.

The Rules

- ❖ Don't challenge, belittle, bully, insult, or attack anyone who is participating in this listserv. The discussions on the lists are meant to stimulate conversation, increase collaboration, and provide resources to more counselors. Let people share their own thoughts without fear of being criticized.
- ❖ All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Messages contain this will be removed and the member will be taken off the group list. Do not post anything in a Listserv message that you would not want the world to see or that you would not want anyone to know came from you.
- ❖ Under no circumstance is any member allowed to solicit, promote, or attempt to sell materials or services. Any spam messages will not be permitted.
- ❖ Use caution when discussing products. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- ❖ Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted to the list.
- ❖ Remember that SCF and other e-mail list participants have the right to reproduce postings to this Listserv.

Listserv Etiquette

- ❖ Include your name, affiliation, location, and e-mail address on all messages.

- ❖ State concisely and clearly the topic of your comments in the subject line.
- ❖ Include only the relevant portions of the original message in your reply.
- ❖ Only send a message to the entire list when it contains information that everyone can benefit from. Do not forward spam or junk mail to this listserv.
- ❖ Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- ❖ Do not send administrative messages, such as remove me from the list, through the Listserv. Instead, look at the bottom of your email and follow the directions to be taken off the listserv.

The Legal Stuff

These Listserv are provided as a service of SCF. SCF is not responsible for the opinions and information posted on this site by others. SCF does not endorse, approve, certify, or control these sources of information and does not guarantee the accuracy, completeness, efficacy, timeliness, or correct sequencing of information provided by these sources. Use of any information obtained from these listservs is voluntary, and reliance on it should only be undertaken after an independent review of its accuracy, completeness, efficacy, and timeliness. SCF disclaims all warranties with regard to information posted on this site, whether posted by SCF or any third party; this disclaimer includes all implied warranties of merchantability and fitness.

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If you have any questions or concerns, feel free to contact SCF at SCF@SchoolCounselorsFla.org or (407)494-4076.