

Barrier Busters Listserv Guidelines

The Barrier Busters Listserv exists to give Member Agencies an effective and efficient way to:

1. communicate program information
2. consult with peers on client needs
3. educate on best practices and new strategies for addressing common barriers to service

The following guidelines are recommended to ensure a civil and informative listserv environment:

1. Questions to the membership regarding who to contact for assistance regarding a client or agency need are welcome. However, please refrain from complaining about member agencies on the listserv. If a member or a client is receiving questionable service from an agency, please direct your concern to the agency in question or contact a Barrier Buster co-chair or administrator. Visit the [Barrier Busters website](#) or contact the listserv for internal email addresses or phone numbers for member agencies.
2. Be careful to protect confidentiality when contacting the listserv regarding case consultations and client needs. Please do not put client names, schools, or street addresses on the listserv. However, it is fine to mention a client's need, disability, gender, age, city, or school district. Private emails between members may contain more detailed information.
3. If possible, ask your questions within your agency before contacting the listserv. We hope this will reduce the number of emails to the entire membership.
4. When replying to a listserv message, please reply to the sender only, unless your message is directly relevant to the membership.
5. Job postings should be from your agency only. Please do not forward job postings from other agencies to the listserv. Job postings should be for professional level positions in human services and related fields.
6. Invitations for trainings and professional development opportunities from your agency are welcome, as well as announcements regarding new programs.
7. Agency event invitations are welcome. However, crowdsource-style fundraising is not welcome on the listserv (e.g. Go Fund Me, Crowdrise, Kickstarter, Indiegogo, etc.).

Please contact Barrier Busters staff or chairpersons if you have any questions about listserv guidelines.