

Village Group Email Guidelines

Dear Priors Hardwick village community,

To ensure our group email list serves everyone in the village effectively and continues to maintain a characteristically respectful and hugely positive environment, thank you for adhering to the following guidelines when using it:

General Guidelines

1. **Purpose:** Use the email list for community-related information, events, announcements, and discussions relevant to our village. Avoid using it for personal messages, non-community-related advertisements, or spam
2. **Respectful Communication:** Always communicate respectfully and considerately; avoiding offensive, inflammatory, or disrespectful language
3. **Relevance:** Ensure your emails are relevant to the entire community. If your message pertains to only a few individuals, consider contacting them directly instead

Formatting and Content

4. **Subject Lines:** Use clear and descriptive subject lines to help recipients understand the email's content at a glance
5. **Conciseness:** Keep emails concise and to the point. Long emails can be difficult to read and may cause important information to be overlooked
6. **Attachments:** Minimize the use of large attachments. If you need to share large files, consider using a file-sharing service and providing a link instead

Privacy and Security

7. **Personal Information:** Do not share personal information (yours or others) without explicit consent. Respect privacy and confidentiality
8. **Replying:** When replying to an email, consider whether your response needs to go to the entire group or just the sender. Use "Reply All" sparingly to avoid unnecessary emails to the group

Managing Emails

9. **Frequency:** Be mindful of the frequency of your emails. Too many emails can overwhelm recipients and reduce the effectiveness of important communications
10. **Unsubscribing and Resubscribing:** If you wish to unsubscribe from or resubscribe to the group email list, please follow the appropriate procedure:
11. **To subscribe:** The process is detailed on the Contact Us page of the village website
12. **To unsubscribe:** The process is detailed on the FAQ page of groups.io (the village group email portal)

Special Considerations

- 11. Events and Announcements:** For events and announcements, provide all necessary details (date, time, location, RSVP instructions) clearly
- 12. Feedback and Suggestions:** We encourage constructive feedback and suggestions for improving the group email list's effectiveness. Thank you for sharing your thoughts respectfully

By following these guidelines, we can maintain a positive and efficient communication channel that benefits everyone in our village.

Thank you for your cooperation and participation.