

## VASFAA Listserv Policy

The primary purpose of the VASFAA Listserv is to facilitate communication by and between VASFAA members regarding topics related to the administration of student financial aid. When communicating through the Listserv, ethical behavior should be observed at all times, and no behavior should take place over the Listserv that would be considered inappropriate for a face-to-face meeting. Failure to adhere to this standard of conduct may result in loss of access to the Listserv or more severe action, depending on the circumstances.

The VASFAA Listserv is not to be used to advertise, market, or to otherwise promote products or services. For advertising and other marketing opportunities, please contact the VASFAA Newsletter Editor as indicated on the Newsletter page of the VASFAA web site.

The VASFAA Listserv may be used for announcements of job changes, but such announcements must be informational only (e.g. new company, title, new phone/fax number(s), new e-mail address) and should not include any additional information, promotional or otherwise about the hiring entity.

The VASFAA Listserv may be used to post information about workshops and training opportunities that are open to the general VASFAA membership and that are being offered at no cost to VASFAA members. Such postings should not be used to advertise, market, or to otherwise promote products or services being provided by the hosting institution or entity. Announcements about such training opportunities may include no more than title and nature of the workshop, location(s), date(s), time(s), and host for the event.

The VASFAA Listserv should not be used to post information about scholarships being offered by non-school members to avoid the appearance that donors are promoting or marketing their products or services. Information about scholarship availability may be submitted to the Newsletter as standard advertising.

The use of the VASFAA Listserv for announcement of employment opportunities for financial aid professionals is permitted. Such postings should be informational only, and should not include promotional information about the institution or company.

Any Listserv communication that could lead to the unnecessary congestion of the network or that might otherwise interfere with the work of others is not permitted. Examples of such communications include virus warnings, email scam warnings, and "chain" letters.

Exceptions to this policy can only be approved by the VASFAA Board.