

Updating Community Council E-mail Addresses

Approved April 19, 2017

A Federation of Community Councils Policy

The Federation's Community Councils Center maintains email address lists to provide regular email services to Anchorage's Community Councils. All mailing lists are confidential and may be accessed only as provided in the *Community Councils Center Mailing List Distribution Policy*.

Direct Immediate Address Entry is Available: Community Council officers may directly enter and update names and email addresses on their Council's mailing list at <http://communitycouncils.org/servlet/content/home.html>. Individuals may also add their own names to a Community Council's mailing list at this site.

Address Entry by the Community Councils Center: A Community Council officer may submit new and updated names and addresses to the Community Councils Center to be added to that Council's mailing list. Mailing list updates should be sent electronically in an email or Excel document. However, if electronic documents are not possible, a Council may submit meeting sign-in sheets with the new names and addresses highlighted in yellow. Do not submit sign-in sheets that do not have the new names and addresses highlighted, they will not be accepted.

Time Period for Entry: Names and addresses submitted to the Community Councils Center for entry into a Council's mailing list will be entered within one week of when they are received at the Councils Centers.

Federation of Community Councils Board of Delegates, Approved April 19, 2017

VOTE: Yes: 22 No: 0 Abstain: 2



Bonnie E. Harris, Chair
Federation of Community Councils