

## INTRODUCTION

### THE KEY TO COMMUNICATIONS

Is to keep everyone informed on what is happening in their dance activity.

The main purpose of the Dancers Internet Communication Network (Email Tree) is to pass along information to all dancers from the State, Federation and National dance organizations.

Keeping dancers informed is the Plan.

This will be accomplished by each State appointing an Email coordinator who will receive Email from National organizations, State or Local Federations and being responsible for forwarding or sending the message to their branch of the Email tree.



## SETTING UP YOUR EMAIL TREE

This is done without a large email list that is hard to maintain and keep current, and no one has to give their Email address to someone they don't know.

- The State Email coordinator only maintains the Email addresses of the Organization Officers and the District/region Presidents (if your organization is divided in to districts/regions) or Club Presidents if not divided into districts/regions.
- The district president only maintains the Email addresses of the clubs in their district/region.
- The club presidents or their Email contact person only maintains the Email addresses of their club members.



## PROCEDURES

1. When a message is received by the State Email Coordinator they simply forward it to their list of district/region presidents or District Email contact person.
2. District president only maintains the Email addresses of the district/region club Presidents or Email contact person for clubs belonging to that district.
3. The club presidents or their Email contact person forwards the Email to their club members. The club president or Email contact person should also print the message and take it to your next dance, since not all dancers have Email.



Remember club presidents or their Email contact person only maintain the Email address of their club members. No one else gets your Email address.

## Example

1. You (as State Coordinator) maintain a list of state officers (8) and district/region presidents (7) = (total 15 Email addresses you maintain and send to.
2. District/region presidents only maintain a list of the club presidents (or club contacts) in their district/region. One district/region might have 5 Email addresses, another might have 25; so this number may vary.
3. Club president or contact maintains the list of all club members with Email addresses. They are probably already using this for other club communication, so why not use it for this.
4. IMPORTANT: Club members not having Email should not be left out. Print the Email and take to dances and hand to them, mail it to them, or whatever it takes to get the information to ALL dancers

One final thing - for the Email Tree to work, the State Email coordinator must send the USDA & ARTS Web Masters an Email for your State/Organization including their name, mailing address, phone, and Email address. (Don't forget to send an update if you change Email address or change contact personnel.)

[webmaster@usda.org](mailto:webmaster@usda.org)  
[webmaster@arts-dance.org](mailto:webmaster@arts-dance.org)

## One Important Thing -

If you are concerned about forwarding Emails and others seeing the Email list, you can do one of two things.

1. Send the Email with the names in the "blind copy"  
Or
2. Put all the names you maintain in a "closed distribution group" list so that the name of the group is all that shows up. Check your Email program for how to set this up in your specific program.

Live Lively -



Square Dance!

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See web site [www.usda.org](http://www.usda.org) Officers & Committees for Current Officers and Committee Chairs mailing address and phone.

## Dancers Internet Communication Network (Email Tree)

THE KEY TO COMMUNICATION



This information sheet was developed by the UNITED SQUARE DANCERS OF AMERICA, INC. Web Master and will provide a brief overview of how to set up a Dancers Email Tree and how it works without maintaining a big Email list that is hard to manage and keep current. By establishing a Statewide Email Tree we can keep all dancers informed of what is going on at all levels of the dance activity.

Leadership Education material can also be printed directly from USDA web site at [www.usda.org](http://www.usda.org)

IS-041

Revised 07/15