



Student Organizations Listserv Usage & Event Promotions

In an effort to limit the amount of email received through the student listservs, the college will implement the below policy regarding email distribution.

Listserv Policy for Student Orgs

Student organizations may request to have event announcements/calendars sent through the Applied Health Sciences (AHS) Undergraduate student listserv twice a semester. This request must be sent to the Graduate Assistant for Student Engagement, Adeolu Ademiluyi (aademi3@uic.edu), and approved before sending to the listserv; additional events may be approved by request.

Spread your message by considering these other platforms to communicate:

- **AHS Connections.** Organizations may share announcements as often as they like on this weekly e-news letter that is sent out to all undergraduate students via the listserve. This is a compiled list of all the opportunities in which our AHS students may want to participate. We always recommend submitting early but no later than Thursday evening if you want an item in the upcoming Monday's e-announcement. You may submit your request on <https://go.uic.edu/post>
- **Inside AHS Calendar.** Another great tool to post your events and news is through the AHS calendar. Any student or organization may submit a news or event they want to promote right on the website. You may find that information here. <http://ahs.uic.edu/inside-ahs/submit>
- **Internal members list.** Create your own organization members list and send messages as often as you would like to promote the events and community build within your organization. We recommend creating two lists, one with all the active members and one to anyone who has ever expressed interest to joining your organization.
- **Social Media/ Organization Websites.** Targeted announcements can be added to the organization specific social media page and/or organization's website.
- **Student Involvement Org Sync.** Consider announcing information on the AHS

Make your 2 semesterly Listserv messages more accessible and effective by:

- Provide a calendar of events with clear dates/times.
- When describing the event, make sure to limit the use of acronyms (example: write out "General Body Meeting" instead of just "GBM") in order to make this a general announcement that all students can understand. Not everyone may be familiar with your organization, so writing things out will provide helpful information so that all potential participants understand who you are and what you are offering. These steps will help ensure that you can attract as many students as possible to your organization.

Below are 2 examples

Example 1: Multiple event

Rehabilitation Sciences Club: Mixer

Monday, September 9, 2019

4:00pm-6:00pm

AHSB, Room 720

(Write something here about the event.)

Rehabilitation Sciences Club: Resume Workshop

Tuesday, September 10, 2019

5:00pm-7:00pm

SCE, Illinois Room

(Write something here about the event.)

Example 2: Single event activity

*Thursday, April 25th from 5pm – 6pm is the 5th General Body Meeting (GBM) for Pre-OT Club! This will take place in Burnham Hall, room 121. At this GBM, Patty and Faraz will be presenting on their experiences studying abroad. Gail Fisher will also make an announcement regarding **new** requirements for the OT degree. Our new executive board will be introduced at this meeting and there will be pizza!*

Everyone interested in Pre-OT Club is welcome!

We hope that you can join us for our last meeting of the year!

Should you have any questions, please feel free to send Adeolu Ademiluyi (aademi3@uic.edu), Graduate Assistant for Student Engagement (GASE), an email to discuss the updated policy. It is our hope that the college continues to create an environment of engagement and believe this policy will free up the email clutter, so students may spend more time reading fewer messages than time deleting mass messages.