

Quick Guide for Submitting Announcements To the ALCA Listserv

Process

- Submission: Announcements to be posted on the ALCA Listserv are submitted as requests to the ALCA Listserv Administrator via an e-mail message.
- Criteria: Subject matter must be relevant to ALCA activities, ACA activities, the counseling profession, or counseling issues and concerns. All requests for announcements to be posted are subject to review and approval by the ALCA Listserv Administrator.

Header

- Subject Line: The subject line should be a descriptive title. The title in the subject line should directly relate to the event or activity being announced. This title should be concise. The title should be ready for public viewing.

Example: Chapter IV Ethics Workshop April 20

Not: Please post this on the listserv

Body

- Note: Include a brief note to the Listserv Administrator. Place it at the top of your message, label it as a "note," and separate it from the text of your actual message (with a space or line). This internal communication is to clarify that you are requesting that this message be publicly posted on the listserv. This note can also include any other administrative or logistical explanations associated with the posting of this announcement. This note will be deleted from the body of the announcement that is sent out on the listserv. Be sure you make it clear where your "note" ends and where your actual message begins.

Example: Please post this announcement on the ALCA listserv

- Message: The message should be clear and complete. It should include all the necessary details without being too lengthy. It may include promotional language.
- Org Name: All announcements must include the name of the sponsoring organization (Chapter, Division).
- Event Title: All announcements must include the title of the event. The title must be descriptive. The subject matter should not be vague or unclear.
- Logistics: Please pay careful attention to basic logistical details. Be clear about dates, times, and location (address).
- CEUs: If CEUs are to be provided, definitive information regarding their offering including which service provider is issuing them should be included
- Details: Please pay careful attention to other details that might be relevant: cost, registration process, content session titles, names of guest speakers, special features, CEUs, contact information.

If necessary or helpful, you might include driving directions, parking instructions, hotel accommodations, and external links.