

KASBO's own ListServ Application

Below is information regarding our new communication ListServ for KASBO members. We are excited to be able to work with Southeast Kansas Education Service Center and M.A.C.S. to bring you this application. Please review the guidelines and sign up according to the Registration instructions as soon as possible. In the near future this will become our main source of communication. Please don't be left out by not signing up. If you have any difficulties signing up, please contact Steve Koger at steve.koger@m-a-c-s.com or Cindy Murphy at cindy.murphy@greenbush.org.

Sign up NOW before you leave the office today !!

Kansas Association of School Business Officials

ListServ Registration & Guidelines

Communication with membership is a critical component for any organization. Over the years KASBO communicated predominantly through the mail; but in recent years with the assistance of our Webmaster - Perry McCabe, developed a significant volume of information on our kasbo.org web site. While we have been able to communicate with email, the sheer logistics of keeping up-to-date with everyone's addresses is a challenge, not to speak of the difficulties of sending our information to 400 plus locations without it appearing to be "spam" to the receiving servers.

We are about to take another major communication step forward with our own ListServe application - sponsored and maintained by Greenbush and long time sponsoring vendor M.A.C.S. In order to ensure that everyone has a good understanding of what we can expect from this application, the KASBO Board of Directors has developed the following Guidelines for its use:

ListServ Guidelines

- The Executive Director for KASBO will be assigned as the gate-keeper. This person's responsibility will be to review all requested information prior to being disseminated to those participating with the ListServ application.
- If the gate-keeper has any concerns regarding memos requested to be disseminated, the KASBO president with input from the officers will make final determination.
- No attachments will be allowed to be disseminated via the ListServ until they have been scanned for anti-virus and anti-spyware software.
- An archive of all messages disseminated will be maintained. All archived messages will be available to ListServ participants via Internet access at <http://www.m-a-c-s.com/kasbo> and maintained for a period of at least 3 years.

ListServ Registration

You can subscribe to the ListServ by sending an email to kasbo-on@m-a-c-s.com. No need to put anything in the subject box or any text message. After you have sent the email, you will receive back in a few minutes a confirmation message from "KASBO administration". Simply Reply to this message to confirm your registration. You are now registered into the KASBO ListServ group. If at any later date you would like to remove your email address from the group, simply send another email to kasbo-off@m-a-c-s.com and your address will be removed.