

Email type	Club Presidents	Club Leaders	Full Membership	TheRetreat	Club Rabbis	Regional Eboard
List Size	18	78	953	175	21	18
Maximum email frequency per month GOAL	6	4	2	1	2	8
Monthly Email	x	x	x		x	x
Regional Event Announcement (Single topic)	x	x	x		x	x
Individual club programs that apply to the broader community	x					x
Individual club fund raisers (auctions, golf tournaments)	x					x
TheRetreat Details for registered attendees				x		x
Request of club such as Keeper of the Flame entries	x					x
Reminders for things like WWW, Spring Training	x	x				x

### The Lists

**Club Presidents** - Just the current club presidents and co-presidents. Ideally the email addresses use are of the form (mensclubpresident@mytemple.org)

**Club Leaders** - Current and past officers, past presidents, anyone else whose an interested worker, past regional officers

**Full Membership** - All paid members of the region

**TheRetreat** - Anyone who has ever attended TheRetreat (both club members and non-club members)

**Rabbis** - Rabbis of our member clubs. Ideally the email addresses use are of the form (rabbi@mytemple.org).

**Regional Executive board** - Current regional officers and past regional presidents. There doesn't seem to be a reason to separate out the past regional presidents into a separate list.

### Notes

- At the top of each email we indicate to which lists the email was sent.

- Some things we send to the club presidents and give them the **option of forwarding** it to their clubs.

- Some specific requests are send to the club presidents, but since some presidents will not be able to respond in a timely maner (due to business travel/family vacations) some requests are send to **the full Club Leaders list**.

- We do not forward emails that are not related to Men's Club events such as general announcements about **community events**.

- Maintenance of the **Club Leaders list** is a little tricky

- There will be exceptional cases where we send more emails than planned.