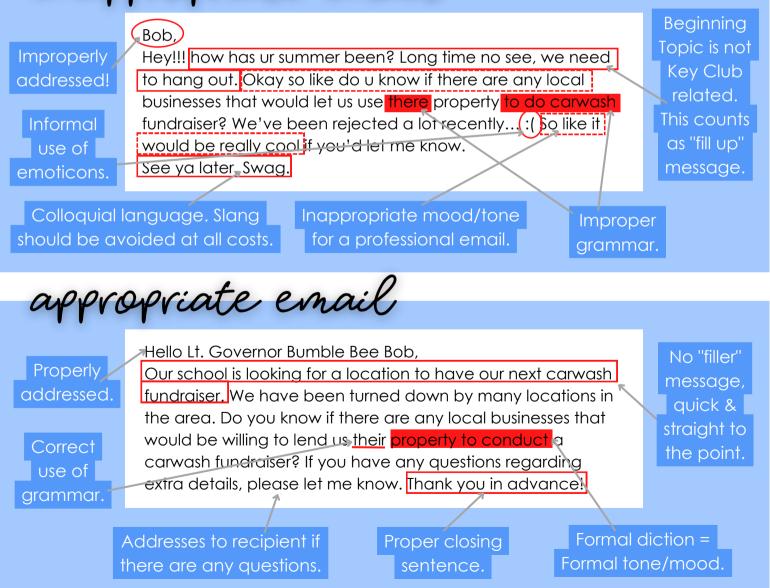


EMAIL ETIQUETTE

The use of proper email techniques can affect other's impressions. E-mailing is a great resource to utilize when communicating with Kiwanis, adult advisors, the division you serve, planning events, contacting companies, and much more! Be careful of your language; BEE wary of your words! Understand the audience and do not assume that your reader will understand jokes or sarcasm in e-mails. If you conduct yourself professionally, you will be treated with respect.

inappropriate email





CNH | KEY CLUB



- If you are emailing an individual about Key Club information, the content should only contain Key Club-related work.
- Email is a professional means of communication. Refrain from using slang or emoticons at all costs.
- Address the recipient of your e-mail by their position or title for professional purposes.
 - i.e. "Region 9 Advisor Ms. Grover" instead of "Lisa"
- It is vital that you carbon copy (cc) an adult within every email that is being sent out so they are aware of the business you are conducting; they can also determine whether or not the communication is appropriate.
- Your tone and content of the message should be concise and easy-to-read. Do not add unnecessary details to simply "fill up" the message.
- Before sending out an email, make sure it is well thoughtout and free of any grammatical errors or misspellings.
- Establish what mediums and times of day are appropriate for communication.
 - 3 PM and 3 AM are completely different!
- Respect the personal time of those who serve you and refrain from excessive contact!