

End Abuse Listservs Guide:

**for End Abuse member
programs & collaborating
partners**



What is a listserv?

A listserv is an **interactive, subscription-based, topic-specific email forum** which allows a sender to send one email to a single address. The email is then transparently sent to the email addresses of the subscribers to the list.

In these forums, advocates share and discuss knowledge, tools, and needs to a particular topic. They can be a great way for End Abuse member programs and allies to remain up to date on news and opportunities and provide ongoing support by pooling resources and experience.

What listservs does End Abuse offer?

End Abuse notes the listservs that are available for signup on our website (see link below). We also have a few listservs that are not listed online, and are available for very specific groups such as Directors of local domestic abuse programs. In general, you will be contacted directly about joining those listservs by End Abuse staff.

End Abuse Listservs:

Available for signup at www.endabusewi.org/for-advocates/listservs

- **Advocates:** advocates working at WI domestic violence agencies
- **Aill-wi:** WI Aging and Disabilities advocates
- **Bilingual:** Bilingual advocates
- **Ccr:** CCR advocates and team members
- **Economics:** Economic advocacy
- **legaladvocates:** Legal advocates
- **Lgbtq:** LGBTQ advocates and allies
- **OsniumWS:** Osnium WS database
- **POCadvocates:** People of color advocates & activists
- **Rural:** Rural advocates
- **TDVprevention:** Teen Dating Violence Prevention
- **Tribal:** Tribal advocates
- **Wihcdv:** Health care
- **Wiskidsdv:** Children and Youth advocates

End Abuse Listservs

Advocates This is a discussion group for advocates at domestic violence agencies in WI.

Aill-wi This listserv will provide a forum for raising Wisconsin-specific questions, discussing issues, sharing best practices, and exchanging resources and training opportunities for **Aging and Disabilities Advocates in Wisconsin**.

Bilingual The purpose of this listserv is to provide a forum for **bilingual advocates and/or advocates working with survivors with limited English proficiency** across Wisconsin to network and share information.

CCR The CCR listserv is an interactive space for **domestic violence and sexual assault multidisciplinary teams (MDT)** to share information aimed at enhancing their practices, effectiveness, and community responses to domestic violence, sexual violence, and other forms of oppression.

Economics Many survivors of domestic violence facing physical and emotional abuse also face serious financial concerns during and after escaping the abuse. Subscribers to this listserv can be among the first to get up to date information on **economic resources pertaining to debt management, budgeting, credit reports, utility rights, etc.** Additionally, listserv subscribers can be among the first to receive announcements about upcoming **financial educational classes, free tax preparation, and asset-building tools** (e.g. IDAs and matched savings accounts).

legaladvocates This is a discussion group for Wisconsin **domestic violence advocates who provide legal advocacy services**.

Lgbtq The purpose of this listserv is to provide a forum for the **LGBTQ Community, Advocates and Allies** across Wisconsin to network and share information on ending and preventing interpersonal violence in LGBTQ relationships.

OsniumWS This list is to provide information and support for **WI DV and SA programs using the Osnium WS database**.

POCadvocates This is a listserv for **advocates of color against gender violence** in Wisconsin.

Rural This listserv is for **anyone working in a WI rural program** and is meant to be a venue for sharing resources and ideas.

TDVprevention Welcome to the Gender Based Violence Prevention Listserv. This listserv is a forum for **advocates, community organizers, and youth organizations who work within communities throughout Wisconsin promoting efforts to prevent Gender Based Violence**. Here you will be able to communicate with each other, exchange information, ask questions, and offer mutual support.

Tribal The purpose of this listserv is to provide a forum for **tribal advocates or those interested in tribal issues** across Wisconsin to network and share information.

Who can join our listservs?

Our email forums are intended for domestic abuse program staff (advocates) and collaborating partners. End Abuse staff review members of listservs, and can add or remove members at any time.

Who can send information to a listserv, and how?

- Generally, only subscribed members to the specific listserv can send messages.
- Non-subscribed members may be able to send messages to listservs they are not a part of, but the message will require moderator approval.
- If you are uncertain of the best person to contact, email info@endabusewi.org and we will help get you connected with the correct listserv(s).

To send information to a specific listserv, compose an email to:
LISTNAME@lists.wcadvlists.org

What information is appropriate to send?

Information, resources, and questions that are relevant to the listserv topic like:

- questions relating to curriculum, activities, agency policies, etc.
- resource suggestions
- training or networking opportunities

For additional tips about subscribing, communicating, and troubleshooting, see the final pages of this guide!

How to Subscribe to a Listserv

A step-by-step guide to subscribe to a topic-specific email forum. In these forums advocates share and discuss knowledge, tools, and needs to a particular topic.

1

FIND THE WEBSITE



One of 2 ways to find the listservs.

OPTION 1:

Go to endabusewi.org.
Click 'For Advocates.'
On the left, click 'listservs'

OPTION 2:

Go to endabusewi.org/email-listservs

2

CHOOSE A LISTSERV

Choose a topic related to your work.



Aging and Disabilities advocates
Bilingual advocates
CCR advocates & team members
Children and Youth advocates
Economic advocacy
Legal advocates
LGBTQ advocates & allies

Osnum WS database
People of color advocates
Rural advocates
Teen Dating Violence Prevention
Tribal advocates
Health care

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SUBSCRIBE TO LISTSERV

You will be taken to a website with information about that listserv.



At the bottom of the page, under 'Subscribing to Listserv,' enter your info and click 'subscribe' OR contact the listserv moderator at the bottom of the page.

Note: Let the listserv moderator know the name of the listserv to which you want to subscribe, since some moderators are assigned to more than one listserv.

4

SAVE LISTSERV CONTACT



Under 'Using Listserv' there is an email given.

Save the email to your contacts with the listserv name.

Listserv Example:

<listserv@lists.wcadvlists.org>

Useful Listserv Communication Tips

Navigating the ins-and-outs of a listserv can be confusing. Please review the helpful tips below to effectively communicate through End Abuse's listservs.

SUBJECT LINES

The subject indicates what your message is addressing. Create clear subject lines allows recipients to find the message easier and helps manage your account efficiently.

USE SIGNATURES

Sign ALL emails sent out to the entire listserv with your full name and organization (if applicable). Use the email account to set up an automatic signature.

MESSAGE AN INDIVIDUAL

To send a message to one person on the listserv click 'FORWARD.' Then enter their email address. **Pressing 'REPLY' will send the message to the ENTIRE listserv.**

MESSAGE LISTSERV

To message the entire listserv you can 'REPLY' OR save the listserv contact info. Found under 'Using Listserv.' Contact info example: listservs@lists.wcadvlists.org

ONE TOPIC PER EMAIL

Cover one topic per email, if possible. If an unrelated or additional thought is added to the bottom of a long email it may get lost.

NEW TOPIC, NEW EMAIL

Don't reply to the previous email if you are writing to the group on an entirely different subject. Asking new topics in previous emails might not get answered.

EMAIL TONE

Always be aware of the tone in your emails. Sarcasm can come across too heavily in email and irony is often too subtle. When in doubt, use some way to let your peers know your tone.

Troubleshooting & Unsubscribing

Here are a few issues you may encounter on End Abuse listservs, and suggestions for how to resolve them.

DROPPED EMAILS



The server drops emails if there has been multiple bounce back messages. Contact the listserv moderator to check that your email is correct.

NON-SUBSCRIBER



The listserv may reject or need approval of posts from non-subscribers. If you posted from another email address, it may be rejected or waiting for approval.

LARGE ATTACHMENT



Listsers moderators have to approve emails with large attachments before they are sent to the whole listserv.

EMAIL NO-SHOW



Sometimes emails are flagged by the server to be reviewed by listserv moderators. Contact the moderator to see if your emails are pending approval.

CORRECT CONTACT



Each listserv has a specific email that will send your posts to everyone. Make sure you have the correct listserv email info, which can be found on each listserv's website.

UNSUBSCRIBE



To remove yourself from a listserv, go to the listserv website OR contact the listserv moderator.

Note: Specify the listserv from which you wish to unsubscribe.