

# Rivendell Parents List-Serve

## Guidelines and Steps to Join

The Rivendell list-serve is a great way to stay connected to and supportive of other Rivendell families. Once you have joined, you'll have access to the Rivendell parent community via one email address: [rivendell-parents@googlegroups.com](mailto:rivendell-parents@googlegroups.com).

### Uses:

#### #1 - Help needed at school

A Rivendell parent list-serve was created in January 2006 to offer another way to help parents and teachers fill gaps for help needed at school. It is a way of reaching many potential parent volunteers quickly and efficiently.

#### #2 - Information about school activities

A secondary use is to share information about activities, programs, and needs at school.

Note that a third use (#3) has surfaced: sharing information about non-Rivendell programs and activities that may be of interest to Rivendell parents and staff. These postings have ranged from prayer requests to job openings to offers for free hamsters.

### Guidelines:

- You are free to use [rivendell-parents@googlegroups.com](mailto:rivendell-parents@googlegroups.com) for items pertaining to #1 or #2 above. These directly relate to the school in communicating how the parent community can participate and help. It is the purpose of this group.
- If you need a core hours sub, please go first to our sub list and contact individuals directly to be sure your place gets filled. If you are unable to fill your spot through the sub list, please feel free to seek a sub using the list-serve. If your spot is filled from the list-serve, please notify the list-serve that the position has been filled and also notify the school office about your replacement.
- IMPORTANT NOTE: Use discretion when posting items relating to #3 above. If we overuse the list-serve, it will quickly be ignored and will then fail to fulfill its primary purpose.
- Avoid "reply all" in replying to requests made via the list-serve. Reply only to the sender.
- Do not use the list-serve for solicitations not related to Rivendell. There are some great causes out there, but send your information to individuals privately, not on the list-serve.
- If you have a prayer request, please forward it to our Intercessors team instead of using the list-serve.

### How to Join:

Please contact Grace Cheng to join the list-serve at [graceleeham@gmail.com](mailto:graceleeham@gmail.com).