23 September 2007

To: Members of Singapore Students Association, University of Michigan (UMSSA)

INFORMATION DISSEMINATION PROCEDURE

Objective

This memo provides the basic guidelines for UMSSA members to disseminate both official and private information, updates and news completely and appropriately.

Scope

Currently, there is a variety of channels available for UMSSA members to disseminate information. Members are unaware of how to utilize these channels properly as the guidelines are not stated explicitly. This resulted in inefficient dissemination of information.

This memo aims to address the problem by clarifying the proper procedures for passing information to the Singaporean community in Ann Arbor.

The main channels of dissemination are the UMSSA website (http://www.umssa.org/) and the Singapore mailing list (singapore@umich.edu).

Batch mailing lists (xiaolongbao@umich.edu, meesiam@umich.edu, bakchormee@umich.edu, bakkutteh@umich.edu) are private and do not belong to UMSSA.

Letterhead and Address

The letterhead used in this document is the official letterhead to be used in all official documents drafted by the EXCO and the events Sub-Committees. The address stated in the letterhead is the address to be used for general and non-confidential correspondence. For confidential matters, please contact the EXCO for the appropriate mailing address.

With effect from 4 September 2007, the P.O. Box which was formerly used for business replies will no longer be operational.

singapore@umich.edu

This is the official mass mailing list of UMSSSA and is moderated by the EXCO members of UMSSA. Only UMSSA-endorsed mails may be sent out through this channel. As a guide, information concerning UMSSA and UM administrative e-mails can be sent
through singapore@umich.edu. Private subjects, such as sales, sublets, social gatherings, and fundraisers, are not allowed.

Approval of information from other organizations or groups, such as other SSAs, CSCOPE, United Asian American Organizations, Economic Development Board to name a few, will be left to the discretion of the moderators.

This mass mailing list has the strictest moderation, and will remain as such, due to its official status. Members can be ensured of the credibility and relevance of the e-mails sent through singapore@umich.edu.

s-interact@umich.edu

This informal mailing list should no longer be promoted because it has recently been subjected to spam that limits its effectiveness. The mailing list is not under UMSSA’s control therefore it is not possible to rectify any problems associated with it.

Batch Mailing Lists

A new batch mailing list will be set up during Freshmen Orientation by the UMSSA Orientation Committee each year. However, the ownership of the mailing list will be transferred to the Freshmen I/C after he/she has been elected. Subsequently, he/she will be the person to contact for subscription to or withdrawal from the mailing list.

It must be emphasized that the batch mailing lists (xiaolongbao@umich.edu, meesiam@umich.edu, bakchormee@umich.edu, bakkutteh@umich.edu) are private and do not belong to UMSSA. Private information, updates and news can be sent through these mailing lists to reach out to the undergraduate population at UM. However, members are advised to exercise their discretion when using these mailing lists and not to subject them to spam.

Application

The new procedures will apply with immediate effect. In addition, all e-mails sent to external sources on behalf of UMSSA MUST be copied to the EXCO mailing list (fa-cai@umich.edu). Any suggestions for improvement are welcomed and can be sent to fa-cai@umich.edu for further discussion. This memo will be made available on the UMSSA website.

Drafted by: Tan Chun Tat
UMSSA
1\textsuperscript{st} Revision: 19 Aug 2005
Tan Chun Tat

2\textsuperscript{nd} Revision: 15 Mar 2006
Kwek Kian Leong
Tang Liheng

3\textsuperscript{rd} Revision: 23 Sep 2007
Sim Yuhui