Hello CAN Coordinators!

During our CAN Coordinator meeting at the Special Education Legislative Summit, there was a discussion held about developing and maintaining your state/division policy listservs. For the new CAN Coordinators, many had questions on the functionality and purpose of maintaining a listserv of contacts for their state/division. This CAN DO will serve to explain the purpose of the listserv, how you receive it and by whom, as well as best practices for maintaining it.

Functionality and Purpose

As CAN Coordinators, it is your responsibility to disseminate important policy and advocacy information CEC provides you to your grassroots networks. These networks include members of your CEC unit and other contacts you have made through professional relationships in your career field who have an interest in special education policy and advocacy. Through this network you will send information such as.

The Policy Insider
CAN Action Alerts
Sign-On Letters
Press Releases
CAN reports/presentations
Anything relevant to Special Education Policy!

Keep in mind your network is also a good source of information. If someone within your network shares something of interest in regards to special education policy, we encourage you to share with CEC and the rest of your network. But before you can send out any information, you will need to learn the best way to develop the listserv for your state/division.

How Do I Access the Emails of My State/Division CEC Membership?
The best way to gain access to your lists of CEC members is by contacting the membership chair of your state or division. CEC emails the membership chair a new list on the 16th and 17th of each month. It is recommended you request your list from your membership chair around this time. The list is available in Excel format that includes a members state/division, name, email, and phone number.

Emailing Your Listserv

Once you have access to your list provided by your membership chair, you will be able to disseminate information using the emails provided in the list. The best method for transferring the list of emails to your email median is through the "copy and paste" method. In Excel you will highlight the column with the emails in them. Next you will right click "copy" (see image A. as example) and right click "paste" in your email median be it outlook, gmail, yahoo email, etc. (see image B. as example). It is recommended you use the Blank Carbon Copy (BCC) section of your email as the Carbon Copy (CC) section will show all emails included in the email resulting in a massive list to scroll down through before the body of the email.

Maintaining Your Listserv

It is important to use the most up to date list list provided by your membership chair.
When updating your listserv sheet, there are two options to keep your list current with the members of your state/division.

1. Create a folder in your documents or where you keep CAN related documents and title it CAN Network Listserv or something similar. Store the Excel sheet within this folder using the date you receive the list as the document (Ex. September 8 2015). This will help you to keep track of when you last updated your list. This option will allow you to maintain a collection of all the lists you receive in one place.

2. The next option requires only using a single Excel Document. The first list you receive should be saved and you will continue to utilize that list until a new updated list becomes available. Once you have your NEW list, you will do a "save as" and replace the OLD list with the NEW list. It will not allow you to go and review older lists but it will keep a single document going to draw information from.

If you have other contact lists, we highly recommend you combine all your lists to keep the information in one place.

With your listserv ready to go, you can now successfully send information out to your networks while maintaining your contacts in an effective way.

Questions? Contact Rosie Haller-Kaplan: rosehk@cec.sped.org or 703-264-9498