

TROOP 755, Northville E-mail Request Form



E-mail is available for all registered Scouters and some Scouts in specific leadership positions. Scout positions eligible include SPL, ASPL, Troop Scribe, Venture Crew Leader, Unit OA Representative, and others as determined by the Scoutmaster. Scouters with established troop offices will automatically be assigned an e-mail address for their office with a redirect to their personal e-mail. This form serves as the mechanism to request or modify troop e-mail interface.

I have read Troop 755 Email and Website policy found at http://www.troop755.org/troop_web_policy.doc and policy and agree to comply with the terms on General Guidelines, E-mail and Mail Lists excerpted below. Besides following the Scout Oath and Law, I will especially adhere to policy points on viruses, copyright, passwords, youth protection (Privacy and Parental Consent), spamming, and use the account and mail lists consistent with the conduct of Troop business.

E-mail for Eagle Scout Candidates: E-mail addresses are available for Eagle Scouts Candidates in the conduct of their Eagle Scout Service Project. All the terms above apply for Life Scouts working on Eagle.

Termination: I may rescind this request by contacting Webmaster@troop755.org electronically through e-mail or by other written communication.

Purpose for E-mail: _____

Redirect address (optional): _____

Troop Office E-mail Name: _____

Named E-mail (optional): _____

Password: _____
(Necessary for accessing troop account, not needed for redirect)

Mail Lists: committee@troop755.org, parents@troop755.org

Name: _____

Address: _____

City, State, Zip: _____, _____

Phone Number: (____) _____

Signed: _____ **Date:** _____

Guardian: _____ **Date:** _____
(Required for Scouts - younger than 18)

Additional
Comments:

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Excerpted from http://www.troop755.org/troop_web_policy.doc

5. General Guidelines – E-mail and Website

- 5.1. Viruses – Each user will do their best to avoid intrusion of viruses by being diligent in preventing their dissemination. This can be done by taking advantage free virus software and utilize virus prevention security available in your e-mail and browser software.
- 5.2. Copyright – Do not send or use copyrighted material without permission and rights. The Boy Scouts of America generally grant limited privileges to Scouts and Scouters on blanket basis, please consult the BSA website. For other copyright privileges please contact the publisher or owner.
- 5.3. Passwords – Ultimately, the user is solely responsible for maintaining the security of your passwords and/or any personal information. Please be careful and responsible whenever you're online.
- 5.4. Disclosure of Personal Information – Please keep in mind that whenever you voluntarily disclose personal information online - for example on message boards, through email, or in chat areas - that information can be collected and used by others. In short, if you post personal information online that is accessible to the public, you may receive unsolicited messages from other parties in return.
- 5.5. Privacy and Parental Consent – Troop755.org requires that children consult with their parents before providing any data about themselves or their families. We recommend that if you are providing information on behalf of a child, use the parent or guardian's e-mail address and obtain permission from the parent or guardian.

6. E-mail

- 6.1. Troop755.org provides e-mail; it is up to the Scout or Scouter to obtain access to the Internet. Access can be obtained through an Internet Service Provider (ISP), library (if available), or other methods. It must be understood though that the Scout or Scouter must not violate their agreement with their ISP or other organization in accessing their Troop755.org e-mail.
- 6.2. Privacy and E-mail Access – Potential liability issues arise for Troop 755, Northville, if a third-party exploits information such as individual telephone numbers and e-mail to harass or threaten others. For that reason, Troop 755, Northville, prefers to provide only generic e-mail addresses ("webmaster@troop755.org", "info@troop755.org", "contact@troop755.org", etc.) on its Website.
- 6.3. Availability to the Troop755.org e-mail account is subject usual variable conditions of the Internet. Due to traffic volumes an e-mail account may not be available for up to 24 hours. Under similar conditions e-mail may not be delivered immediately. It is prudent for critical and time dependent situations to either use other media, as a primary or backup method, or use the verification features available in some standard e-mail software.
- 6.4. Registered Scouters – At a minimum, E-mail forwarding can be provided for all Scouters with program responsibility for the troop. If the service is not desired, please contact the Webmaster to redirect online contacts through another channel. Address forwarding may also be provided for merit badge counselors.
 - 6.4.1. Forwarding allows messages sent to the address to be forwarded to another e-mail address the Scouter owns thereby removing the need for the Scouter to access an additional account for e-mail. In addition, it protects the Scouter's anonymity to some degree, by not publishing his personal e-mail address on the Internet.
- 6.5. Registered Scouters can request an e-mail address that can be set up in the following manner using the E-Mail Request Form.
 - 6.5.1. Email addresses should contain some element of the Scouter's responsibilities or the Scouter's name and that way identifying a clear connection with the Troop 755, Northville, by either function or name. For example, e-mail addresses like "experience@troop755.org" would identify the Scouter(s) as the Program Assistant for the Experienced Scout Program.
 - 6.5.2. An alternative and preferred method for identifying Scouters by name would be by using the following format: "firstname-lastname@troop755.org". Other name formats will be considered on a case-by-case basis, but it is considered important to clearly identify the Scouter since they will be representing Troop 755, Northville.
 - 6.5.3. If there are more than two responsible individuals as program assistants, e-mail will be forwarded to both unless determined otherwise by one of the Scouters.
 - 6.5.4. Scouter e-mail accounts from Troop755.org can be set up with the following options that are left at the discretion of the user and can be set up independently:
 - 6.5.4.1. The Webmaster will determine the default setup.
 - 6.5.4.2. E-mail can be forward or redirected to personal e-mail addresses.

- 6.5.4.3. Account access for receiving e-mail for specific accounts.
 - 6.5.4.4. Account access for sending e-mail for specific accounts.
- 6.6. Scouts will be provided e-mail accounts under the following conditions and are conditional on Scoutmaster and parental permission:
 - 6.6.1. Specific troop youth leadership positions – SPL, ASPL, Troop Scribe, Venture Crew Leader, Unit OA Representative, and others as determined by the Scoutmaster are eligible to E-mail.
 - 6.6.2. If necessary and useful in completing the Eagle Scout Service Project, Life Scouts in preparation for Eagle Scout Rank may request e-mail accounts. Upon earning Eagle Scout the account may be terminated.
 - 6.6.3. In all cases Scouters or an individual Scout's parent(s) are responsible and potentially liable for their conduct on the Internet.
 - 6.7. Mail lists are provided to enhance and ease troop communications.
 - 6.7.1. Mail lists are to be used only for Troop 755, Northville, business.
 - 6.7.2. Since subscription is voluntary, a user may unsubscribe at any time.
 - 6.7.3. Users are invited to voluntarily subscribe and unsubscribe to the one of Troop755.org mail lists. All users must agree to direct all complaints to the Webmaster@troop755.org. Users that failure to agree to this condition will be removed from the mail list. Complaints to the web hosting service will cause revocation of Troop755.org's account.
 - 6.7.4. The Webmaster will moderate or designate other Scouters to moderate mail lists.
 - 6.7.5. Terms of Agreement for Mail Lists:
 - 6.7.5.1. I agree to keep this list in confidence, mechanically removing the mail list address from any communications forwarded from this list to entities outside Troop 755, Northville. I also agree if I receive an unsolicited or questionable e-mail from a Troop 755, Northville, mail list I will send immediate notice to Webmaster@troop755.org, not the web hosting service.
 - 6.7.6. Mail List Mechanics
 - 6.7.6.1. To subscribe to the mailing list, simply send a message with the word 'subscribe' in the Subject: field to the -request address of that list, putting the mail list name where it says "mail list".
 - 6.7.6.1.1. To: "mail list"-request@troop755.org
 - 6.7.6.1.2. Subject: subscribe
 - 6.7.6.2. To send email to the mailing list, write to the following address:
 - 6.7.6.2.1. To: "mail list"@troop755.org
 - 6.7.6.3. To unsubscribe from the mailing list, simply send a message with the word 'unsubscribe' in the Subject: field to the -request address of that list
 - 6.7.6.3.1. To: "mail list"-request@troop755.org
 - 6.7.6.3.2. Subject: unsubscribe
- 6.8. Scout's and Scouter's E-mail and Mail List responsibilities for usage and conduct:
 - 6.8.1. Troop755.org e-mail accounts and Mail Lists are to be used only for Troop 755, Northville, and Boy Scouts of America related business.
 - 6.8.2. Conduct should fit the Scout Oath and Law at all times as well as all legal requirements.
 - 6.8.3. By using a Troop755.org e-mail address many individuals and organization will assume you are acting as a representative of Troop 755, Northville. Do your best to set the example in sustaining a positive image for Troop 755, Northville.
 - 6.8.4. Storage and accessing your e-mail – In order minimize usage of storage space your e-mail software should be to immediately download messages upon initiating access. Active logging onto your account should be limited to e-mail access and changing your password.
 - 6.8.5. Spamming is prohibited. When sending or forwarding e-mail containing e-mail addresses for other troop755.org accounts it is suggested the user remove the troop addresses or mail lists from a specific e-mail. If in doubt, using the BCC option (Blind Copy To) for addressing may provide some limited protection. Also, do not use your Troop755.org address for registering on other websites.
 - 6.8.6. Java Scripts or other programming scripts embedded in e-mail or in attachments are discouraged. Some servers and some e-mail software block mail of this type.
 - 6.8.7. Accounts will be terminated for a violation of items under paragraph 4.7 (Scout's and Scouter's E-mail and Mail List responsibilities for usage and conduct) or 6 (General Guidelines)