

**The Augustine Fellowship,  
Sex and Love Addicts Anonymous,  
Fellowship-Wide Services, Inc.**



**Policy for F.W.S. Email Addresses  
April 2012**

**Scope:** The Augustine Fellowship, Sex and Love Addicts Anonymous, Fellowship-Wide Services, Inc. (F.W.S.) provides a policy and procedure for obtaining through F.W.S a mailbox address accessed through the F.W.S. website at slaafws.org.

**Policy:** The addresses provided by F.W.S. are to be used to communicate publicly, i.e., with the Fellowship at large and the rest of the world. It is assumed that most email communication within committees and subcommittees will happen within privately held accounts such as Google Groups or other free services.

F.W.S. provides adequate email availability to committees while keeping the number of addresses at a level that is manageable for the F.W.S. Webmaster to monitor and maintain. (Monitoring and regular purging of unused addresses is critical so that we are sure no email is being sent to an unmonitored mailbox and being left unanswered.)

This policy is designed to prevent the system from filling up with junk email (viruses and/or unwanted emails).

**Procedure:** F.W.S. provides email addresses to Conference and Board Committees as required. Additional addresses may be requested if needed.

**General Committee Email Addresses**

- Each Conference and Board Committee of F.W.S. may request a general email mailbox at slaafws.org without the need for prior approval.
- The F.W.S. Webmaster and Web Team keep an index of all addresses, identifying the purpose of each.
- Requests for general Committee email addresses will come directly to the Webmaster at <http://www.slaafws.org/contact/Website+Questions>. Please include the committee name, the requested address, and any forwarding addresses.
- There are two options to consider for management of committee email messages.
  1. **A full account** with webmail (slaafws.org), POP3 (MS/Outlook), and IMAP (hybrid of previous two) service – This method allows for

both sending and receiving from the address. Messages are accessed using webmail at <http://www.slaafws.org/webmail> or via a mail client such as Outlook.

- A link to a website contact form, provided by F.W.S., must be used in place of the actual address in forms, flyers, and publications to prevent infection of the F.W.S. Website server through spam.
- 2. **A forwarding account** to an alternate address – This method provides only an alias receiving address. All incoming messages are passed on to an alternate address such as gmail or yahoo, and the committee accepts management of its own junk email.
  - This allows for use of the full @slaafws.org address in any forms, flyers, or documents.
- Committee email addresses at slaafws.org may not be used to send bulk or unsolicited email.

### **Additional Committee Email Addresses including special forms**

- If an email address is needed for a purpose in which the use of a Committee's general address would be impractical, an additional email address may be requested by contacting the Web Team via the email address above. Please include all pertinent information in your request.
- Additional Committee addresses require approval by the Web Team based on how the address will be used.
- Special forms can be created on request if the address is to be used for feedback and/or submissions from the public. If a request for an additional address raises concerns that require further review, the issue will be forwarded to BFOC.
- It is the goal of the Web Team to answer Committee web content requests as efficiently as possible unless there is a definite need for delay and further examination.
- It will be the responsibility of the requesting committee to provide all information, documents, and/or assistance necessary both to approve and implement an approved request.
- Once approval is granted, the Webmaster will work with the requesting Committee to complete the task.