

# Summer Street Sharing Email List

## Rules & Etiquette Guidelines

### 1. What is the group for?

The group has been set up to allow members on Summer Street Allotments, in Stroud, to offer or request spare seeds, seedling's, plants and produce from other members on the site who are on the list. It may also be used to ask for advice on allotment and horticultural matters or to get a discussion going on positive improvements for the site.

### 2. Joining the group

If you wish to join the group send an email to [secretary@summerstreet.org.uk](mailto:secretary@summerstreet.org.uk) who will set up your access.

### 3. Sending messages to the group

Once you have joined the list, to send a message just email the group email address which is [share@summerstreet.org.uk](mailto:share@summerstreet.org.uk), this will be delivered to all members who have joined the group. Your email address will be visible to members who receive the email, if you do not want your main email to be visible the it is advised for you to set up a separate email address for use in this group.

### 4. Responses to messages

When you reply to a message it will be delivered to the whole group. If you wish to reply just to an individual member send them an email direct. Please think about where you want your replies to go in order to cut down on emails being received by everyone.

### 5. Keep messages legal and appropriate for all ages

This means, for example, no mentioning of sex, pornography, alcohol, tobacco, drugs etc since there may be children on the list.

### 6. Subject line of your posts

In order for others to be able to quickly see what is wanted or on offer, and to stop replies that are no longer applicable please use these phrases on your subject lines or your email. The "Alicante Tomato Seeds" is an example to describe what is wanted.

**If you have something to give:**

**"AVAILABLE:** Alicante Tomato Seeds"

**If you need something**

**"WANTED:** Alicante Tomato Seeds"

**If the offer or need is no longer applicable**

**"CLOSED:** Alicante Tomato Seeds"

**If you need some advice**

**"ADVICE:** Clearing your plot"

**Messages about the group from the secretary**

**"ADMIN:** Message from secretary"

### 7. Keep it nice!

This means no mention of politics, no sending of spam, no selling, no personal attacks, no bullying, no rudeness, no religion etc. The group is about community values, respect, good manners and sharing of items and advice for Summer Street members. If you wish to make a complaint please contact [secretary@summerstreet.org.uk](mailto:secretary@summerstreet.org.uk) and the matter will be dealt with appropriately, if necessary by removal of members from the list.

### 8. No trading please

The group is about sharing with others on Summer Street Allotments for free, it's not about advertising items for sale. Having said that, if you want something and are prepared to pay for it then you may wish to make your own arrangements outside of the group after making contact through the group with another member, but that is entirely at your responsibility and risk.