

Communication Protocol for Mountain Laurel Ski Club

The purpose of this protocol is to provide guidelines to Mt. Laurel Skiers Ski Club (MTL) Membership concerning how communication procedures are completed within MTL. In all cases, the person requesting the information to be sent out/printed, is responsible for the accuracy and completeness of said information.

Several months in advance, events are announced at club meetings, through an eBlast, in the newsletter and on the website. This allows time for sign up or travel preparations. When available, a link will be included in addition to the announcement details offering more detailed information on said event.

eBlast: Last minute changes/cancellations and time-sensitive messages of a club activity or cheer information are e-mailed to club membership as they occur. Contact eblast@mtlski.com to request an eBlast.

Newsletter: Information about MTL activities past and future are posted in the monthly newsletter, which is forwarded to the membership via an eBlast and posted on our website. Please email all Newsletter sub-missions by the third Wednesday of the month to newsletter@mtlski.com

Sunday Squall: This e-mail will be sent every Sunday morning with information about upcoming MTL activities for the following 2-3 weeks, and will also include any changes to the information already posted. All Sunday Squalls will contain the basic information of the event, with a link to more detailed, in depth information. Send information to squall@mtlski.com no later than Friday noon, prior to the Sunday the Squall's are sent.

Website: The MTL Website <http://www.mtlski.com/> is an informative, helpful tool providing existing and potential members information on club activities, Lodge, get-togethers, events, current news, photos, and connections to social media. The website serves as a resource site for official Club documents and historical records. The website is frequently updated to provide visitors with the most up-to-date information. Please send requests at least 48 hours in advance to webmaster@mtlski.com

In all cases we welcome suggestions on improving communications to the Mt. Laurel Skiers Ski Club membership.

Revised 10/2017