

Counselors Listserv Information and Etiquette

General information about the Counselors listserv:

- Any individual who receives emails through the listserv can also send a message out to the entire listserv.
- To send a message to the entire listserv, use the counselors@oakland.k12.mi.us email address as you would for sending any other email.
- Main uses for the listserv:
 - To communicate information that could be relevant to all school counselors in the county. Examples include: timely updates, upcoming events, requests for info.
 - Quite often, individual school counselors make specific requests via the listserv for help identifying resources or asking about practices in other districts
- Although the listserv is primarily intended to serve Oakland County school counselors, please be aware that listserv membership also includes:
 - Oakland Schools staff and leaders
 - School counselors from outside Oakland County
 - Educators in a teaching role but who have the NT endorsement
 - Some district administrators and leadership
 - Counseling graduate students and retirees
- Current listserv membership is well over 550 individuals.

Etiquette and considerations for using the Counselors listserv:

- All messages sent via the listserv are subject to [FOIA](#) requests. With this in mind, please:
 - Ensure communications or replies to the entire listserv include only objective information that you would be comfortable with if it were made publicly available.
 - Avoid giving endorsements or personal opinions via the listserv specific to resources or referral suggestions.
- Specific requests for resources or referrals made through the listserv:
 - **Best Practice:**
 - Responders: Reply only to the individual who made the request (reply, not reply all).
 - Requester: Collect all suggested resources/referrals and send the compilation back out to the entire listserv.
- In general, only send messages (or reply all) to the entire listserv when the content is potentially applicable to all listserv members. This helps us to respect everyone's inbox and time by limiting the number of emails we get from the listserv.
- The listserv tool is only one way for us to collaborate and share information across districts. We have so many amazing school counselors in this county and it is certainly an advantage to be able to draw on our collective expertise. However, given the sensitive nature of some topics that might arise, other modes of communication (individual email, phone call, etc.) may be better suited for certain conversations.

Counselors Listserv Information and Etiquette

Additions to the Counselors listserv:

- If you know someone who needs to be added to the listserv, please complete this [Add Counselor to Listserv](#) form (this could be a new counselor hire, someone who moves districts, or someone who has a name/email address change).

Questions:

If you have any questions, please feel encouraged to reach out to:

Sean Dougherty, MA, LPC, NCC
School Counseling Consultant
Oakland Schools
sean.dougherty@oakland.k12.mi.us
248.238.8293