

ILTA Volunteer Information Dissemination Checklist

This document establishes channels and protocols for disseminating information to ILTA volunteers to ensure clarity and consistency and that messages reach the right people, in the right place, at the right time. These procedures apply to all communications, including, but not limited to announcements, updates, policy changes, and event information.

1. Email the Volunteer Distribution List

- **Prepare your message** to ensure the content is clear, concise, and includes any relevant links or attachments.
- **Include a clear subject line** (e.g., “Volunteer Policy Update – July 2025”).
- **Reach out to Marketing@iltanet.org** at least three days before you would like your email sent in order to receive assistance with coordination.
- **Have your message sent to the full volunteer distribution list** to ensure all active volunteers receive the update.

2. Post in the Volunteer eCommunity

- **Copy or summarize the email content** into a new post.
- **Use a clear and informative title** (e.g., “New Volunteer Guidelines Now Available”).
- **Tag the post appropriately** (e.g., “Announcements,” “Policy,” “Events”).
- **Encourage engagement** by inviting questions or feedback in the comments.

3. For Significant Policy Changes

- **Determine if the update qualifies** as a major policy change (e.g., changes to volunteer eligibility, governance structure, or code of conduct).
- **Post the update in the ILTA Governance eCommunity** to ensure visibility among leadership and governance stakeholders.
- **Include context** about why the change was made and how it impacts volunteers.

4. If It Affects All Volunteers or Business Partners

- **Assess the audience:** Does this update impact all volunteers, including business partners?
- **Consider cross-posting in eCommunities** to reduce effort and ensure consistent dissemination of information to multiple volunteer groups. You can post in two eCommunities at a time (e.g., Volunteer, General Membership, Open Forum, and additional eCommunities).
- **Post in the public Open Forum eCommunity** to ensure business partners and the broader ILTA community are informed. Business partners are not eligible to join the General Membership eCommunity and cannot see posts made in that group.

Final Check

- Have all relevant communities been notified?
- Is the messaging consistent across all platforms?
- Have you included contact info for follow-up questions?