



The Jewish Federation OF EDMONTON

J-Fed E-Weekly Policy

The J-Fed E-Weekly is the newsletter and voice of the Jewish Federation of Edmonton. It is published weekly on Thursdays at around noon. The deadline for submissions is Wednesday at 3 pm. This schedule may be subject to change depending on Jewish and Statutory holidays, or other circumstances. Reminder emails are sent to all community organizations on Tuesdays to submit material for the newsletter, but if no material is received, follow-up calls will not be made. It is the responsibility of the contributing organizations to send material. Every effort is made to include community material if it is received on time.

The primary purpose of the J-Fed E-weekly is to be the voice of the Jewish Federation of Edmonton and to publicize our programs and events. We allow community organizations and registered organizations a spot to publicize their own events via a short message in the body of the newsletter and a link to any posters or videos or their own websites. We only publish display ads of partner organizations if Federation is a sponsor or co-presenter of an event. All Registered Organizations as defined by the Bylaws of the Jewish Federation of Edmonton are allowed to submit material for publication. That material will be published at the discretion of Federation. It will appear in alphabetical order after Federation's own section, which shall always appear at the top of the newsletter. Links to each organization shall appear at the side.

Materials from Federation's national and international partners shall also be published in the newsletter, including material from JFC-UIA, JFNA, JDC, JAFI, the Israeli Consulate and others. There shall also be sections included covering local news, and Federation Committees, which are vetted by the chairs of those committees, eg. Holocaust Education, or Israel Advocacy (Communications Committee). The content of all Federation sections is purely at the discretion of Federation and its entities.

Federation has obtained permission from each and every one of its subscribers to this newsletter, as required by Canada's Anti-Spam Legislation (CASL). Because of this, we cannot say that the newsletter reaches the entire Jewish Community of Edmonton, but we do our best and strive to maintain and grow the mailing list to the best of our ability. In accordance with the legislation, we do not share this list with other organizations or groups, nor do we use their lists.

Stand-alone emails may be sent for special events or notifications as Federation sees fit. As an example, we usually send out a stand-alone email to publicize certain holidays and their celebrations or commemorations in the community, for example Purim, or International Holocaust Remembrance Day. We may also send stand-alone emails to our list publicizing our own programs or co-sponsored programs, but not independent programs of community institutions. It is their own responsibility to do that, via other means, eg. the EJM, the Pipeline, their own email lists or regular mail. We work with the Chevra Kadisha to publicize funerals through this list (see funeral announcement policy).

The Jewish Federation of Edmonton is not responsible for the views set forth by the Registered Organizations who have segments in the J-Fed. We are merely helping them to publicize their events, and they all have differing opinions on Jewish religious, secular and world affairs.

The Program Director is the editor of the J-Fed E-Weekly, so please direct all inquiries initially to him/her. The CEO is the Editor-in-Chief, and the President is the Publisher. Any questions or comments should be directed in that order.