

Forester Feed and Coffey Break Guidelines

Notes and Disclaimers

The Forester Feed and Coffey Break are twice-weekly emails with different Huntington University audiences:

Publication	Audience
Forester Feed	All employees (faculty and staff, all locations)
Coffey Break	All Indiana undergraduate students and anyone who subscribes

Both publications run on Mondays and Thursdays that are also business days. If HU offices are closed on a Monday or Thursday, the Forester Feed and Coffey Break will not run until the next business day. Additionally, the Coffey Break does not go out when classes are not in session. Posts submitted before a holiday will remain in the publishing queue until the next business day.

Content for both publications depends entirely on contributors (see Guideline 1 below) submitting posts of their own accord. The Office of University Relations is responsible for curating both publications and reserves the right to make editorial changes to each submitted post. The Office of University Relations is *not* responsible for generating new posts or repeating posts without an express request from a contributor.

Submitted posts are not guaranteed publication. If a post does not meet the submission guidelines below, the Office of University Relations will hold the post out of publication until the concerns are resolved.

Submission Guidelines

- Contributors (“you”) must be Huntington University employees or students. All submissions must have a current HU email address associated with them and must be HU related.
- Only the Senior Leadership Team or the Director of Human Relations can submit posts regarding job changes, retirements, and resignations.
- Submissions are due by 8:45 a.m. on publication day. Any posts you submit after this time will appear in the next publication, assuming the submission meets the rest of these guidelines.
- Posts can repeat once per publication up to four emails in a row (i.e., two weeks’ worth of emails). Please take this into account when planning how often you will promote your upcoming event.
- Job postings in the Coffey Break must receive written approval from the Office of Business and Finance and/or the Office of Career Services before they can be published.
- Advertisements for off-campus student housing will not be published.
- Personal announcements (such as items for sale or items wanted) will be reserved for the bottom of each email.

Corrections to New Posts

If you submit your post and realize you have made an error, send a corrected post to ForesterFeed@huntington.edu or CoffeyBreak@huntington.edu by 8:45 a.m. on publication day to request an update. However, please note that submitting a correction does not guarantee that the post will be updated in time.

Corrections to Repeat Posts – After first publication

If you have requested for your post to run multiple times and you find an error in your post, please follow these steps:

- Submit a new post with the corrected text
- Email ForesterFeed@huntington.edu or CoffeyBreak@huntington.edu to notify the publisher that your new submission should replace the existing post in future publications

Special Editions

Under certain conditions, the Forester Feed or Coffey Break may run on a business day other than Monday or Thursday. In most instances, this will be because the regular Monday or Thursday publishing day fell on a holiday, and HU offices were closed. However, special editions of the Forester Feed and Coffey Break may run in addition to the regular publishing days if all of the following conditions are met:

1. The post is advertising an event or deadline that requires the audience to complete an action (e.g., attend, RSVP, register, enroll) on or before a specific date (the “action date”)
2. The action date will occur before the next regular publishing day (Monday or Thursday) or the audience will not have sufficient time to take action before the action date if the post runs on a regular publishing day
3. The post is not a repeat of a previous post (or, if it is a repeat post, critical details included in the post have changed)
4. The post is not part of a regular, predictable schedule*
5. Holding the post until the next regular publishing day would have a demonstrably negative impact on Huntington University and/or the Forester Feed and Coffey Break audiences
6. The post requires no additional special approvals from essential stakeholders before publication, or the Office of University Relations has already received the required approvals in writing

If you have requested for your post to run multiple times, it will only run on regular publishing days.

*Some events and deadlines repeat regularly (e.g., weekly or monthly) and are predictable because they are a part of everyday life at Huntington University. Because the audience should already know to expect these events and deadlines, they do not require special editions of the Forester Feed and Coffey Break. For example, the home campus community knows that chapel services take place on Tuesdays and Fridays. An announcement about a chapel speaker, therefore, would not require a special edition of the Forester Feed or Coffey Break because the audience already knows the most essential piece of information they need to take action — the fact that chapel will take place — without the special post. In a similar vein, athletics press releases and schedules are always available on HUAthletics.com and are an expected part of HU life on home campus, so they would not require a special edition of the Forester Feed or Coffey Break.