

YCSA Broadcast

Guidelines

“YCSA Broadcast” - Use only for pertinent information on critical issues related to Yavapai College staff on all YC campuses and centers.

Criteria

1. Applicable to at least 90% of all YC Staff (FT, PT, Districtwide)
2. Time Sensitive
3. High Importance
4. YCSA Board Approved

All Attachments for YCSA Broadcasts must be in .pdf format.



Procedures

1. Staff member submits YCSA Broadcast JotForm located on the [YCSA Communication Committee webpage](#). Please note: Once your request has been received, we will then seek the appropriate approvals prior to sending out the message. Please allow a maximum of 5 business days for the approval process.
2. JotForm to be sent to the Communications Committee for Review
 - a. Approved Broadcast requests will be sent to the YCSA Board for final Approval.
 - b. Denied Broadcast requests will be returned to the requester with an explanation.
3. YCSA Board Reviews
 - a. Approved Broadcasts will be disbursed to YC Staff in a timely manner.
 - b. Denied Broadcast requests will be returned to the requester with an explanation.
4. Upon the YCSA Board approval the request will be submitted into this jotform: [insert](#) correct jotform.

Revised : 2.25.2020

Approved by YCSA Board: 3.4.2020