


LCMG Google Workspace Business Rules

This living document provides recommended business rules for conducting LCMG Business using our shared Google Workspace. As we become more familiar with Google Workspace for Nonprofits capabilities, this document will be periodically updated. Please forward any suggestions to the LCMG Secretary (secretary@lcmg.org).

“How To” Guides

- “How To” guides are posted on our LCMG Website under “Member Tools and Resources” (<https://www.lcmg.org/memberinfo>) and to a Google Shared Drive accessible by all @lcmg.org account holders (to access, **login** to your account, go to your **Google Drive** > (left-side menu) select **Shared drives** > look for a folder labeled “LCMG Google Workspace Information”
- Users also have access to Google Support by selecting the Support icon  in the upper right next to their settings, hamburger menu, and profile icon



Access Control (Security)

- Google Workspace accounts (@lcmg.org) are for business use and named for organizational positions, not personal members (e.g., president@lcmg.org not first.last of the current sitting President—the account transfers as officer/chairperson transfers)
- For security reasons, only one person is assigned as primary user of an @lcmg.org account – co-chairs may be assigned “Delegate” access to share visibility into the account to view and respond to emails, contact lists, etc. Please identify co-chair requirement to the LCMG Secretary as “Delegates” must have their own @lcmg.org account created.
- Two-step verification is activated (you may receive a text verification code to prove your identity when accessing your @lcmg.org account)

LCMG Logo and Branding

- The LCMG Logo and LCMG Brand Guide are available through the LCMG Secretary’s Google Drive shared folder “01. LCMG Records” > 11. Logos, Forms & Templates > Logos
- LCMG Logo and branding (typeface, colors, etc.) are available through our LCMG Canva Account (log into your Canva account > from left-side menu, select the Brand icon)

Communication Guidelines

- **Email** signature blocks – please include your first & last name and LCMG Position in your signature block (you can create/update an email signature in your profile)

John Smith		John Smith
Chairperson, Insects Committee	OR	Insects Committee Chairperson
Laramie County Master Gardeners		Laramie County Master Gardeners

- Instructions for creating/updating signature blocks is available through our “How To” Sheet titled, “Getting Started – Google Workspace Continuity”
 - Please do not add images or animation (helps to minimize rejection by some email services that may interpret these images as spam; also helps save storage drive space)
 - Reminder: please do not use your @lcmg.org email to attempt to influence legislation or participate in any campaign activity for or against political candidates (references: IRS Publication 557, *Tax-Exempt Status for Your Organization*, and 2019 LCMG Bylaws)
- Per our LCMG Policies & Procedures, email is the primary means of communicating to members. We established shared distribution lists in **Google Groups** and Officers & Committee Chairpersons may send emails to these groups directly (no need to ask permission or send to the President to forward on your behalf):
 - **All LCMG EB Officers & Chairpersons** (allofficerschairs@lcmg.org)
 - **LCMG Active Members** (activemembers@lcmg.org)
 - **LCMG Associate+ Members** (associatemembers@lcmg.org)
 - **LCMG Intern List** (interns@lcmg.org)
 - Please use the **Google Calendar** feature to create and manage LCMG Meetings
 - The LCMG Secretary’s Calendar is the Master LCMG Calendar -- this calendar is linked to our LCMG Website (<https://www.lcmg.org/calendar>) and Officers & Committees may add their events to this calendar directly
 - Instructions for copying committee calendar events to the LCMG Secretary calendar are available through our “How To” sheet titled “How To...Share Committee Events to the LCMG Master Calendar & LCMG Website)