Wheeler | CONNECTICUT Clearinghouse
a program of the Connecticut Center for Prevention, Wellness and Recovery

Prevention ListServ
Guidelines

Prevention Listserv Guidelines

Purpose:

The Connecticut Clearinghouse Prevention Listserv is a statewide communication platform designed to share information related to substance use prevention, mental health, wellness, treatment, and recovery. The listserv provides timely updates on events, trainings, resources, job opportunities, and announcements from state, federal and not-for-profit agencies.

Guidelines Overview:

General:

- A maximum of **two emails per day** will be sent through the listserv.
- We reserve the right to decline any request at our discretion.

Job Opportunities:

- **Posting Day:** Thursdays
- **Due Date:** All job postings must be submitted by **Wednesday at 12:00 PM (noon)** to be included in Thursday's list. Late submissions will be held for the following week.
- All job opportunities will be compiled into a single weekly post.

Non-Profit Organization and State Agency Posts:

- Content must be directly relevant to mental health, substance use prevention, wellness, treatment, or recovery.
- Events that include a fee may be shared if the content is evidence-based and aligned with our organizational values.
- **Fundraising events will not be posted.**
- To help us manage scheduling, we kindly ask that event details be submitted at **least 7 days** in advance. While we will do our best with short-notice submissions, we cannot guarantee that they will be posted.
- Multiple submissions from the same organization will be combined into a single post.

Contact

For questions regarding the listserv or these guidelines, please contact:
info@ctclearinghouse.org

Updated August 19, 2025