STUDENT ORGANIZATION REQUEST FOR Mass Email (BigMail)
Office of the Registrar
IOWA STATE UNIVERSITY

Organizations can send a mass email to all students or select populations of students as a benefit of their recognition as a student organization. There is a $20 charge for access to ISU student email addresses. Charges incurred will be billed directly to the organization’s campus account.

You must fill out this form completely and attach a copy of your email with this form before requesting approval from the Director of Student Activities. Dates promoted in the message cannot occur within 7 calendar days from the date message is requested. Mass emails should not be a last minute advertising push.

Once all signatures have been collected, bring this form to Marcia McDowell in the Office of the Registrar (214 Enrollment Services Center). The list of emails will be forwarded to the Solution Center for distribution. In addition, you need to bring a signed intramural form for $26 to the Solution Center (192 Parks Library) or email mass-email-request@iastate.edu to send the message. Your message will not be sent out until you submit payment.

Today’s Date: Requester Name:
Organization Name: Position in Organization:
Date Email would get sent: Phone Number:
Billing Account Number: Email Address:
===============================================================================
Who do you want to contact? (ex: all students, just undergrads, class standing, specific major or college)

Purpose for sending email?

Approval Signatures Required:
Organization Adviser: 

Organization Treasurer: 

Student Activities Center Director: 
(1560 Memorial Union)

Campus Organizations Accounting: 
(1580J Memorial Union)

Requester Signature

Revised: July 2016