

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

Process before signatures:

- \$20 charge for access to ISU student email addresses. An intramural form is not needed. Charges will be billed directly to the organization's campus account.
- Attach a copy of your email with this form
- If you are promoting an event, you must go through Event Authorization approval process.
- **Check the dates promoted in the email. The dates cannot occur within 9 calendar days from the date email would get sent out.**

Process after signatures:

- Bring 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.
- Request your message through ITS: <https://www.it.iastate.edu/forms/massemail>
- Bring a signed intramural form for \$26 to the Solution Center (192 Parks Library) or scan signed intramural form and email it to mass-email-request@iastate.edu. Your message will not be sent out until you submit payment.

Today's Date:

Requester Name:

Organization Name:

Position in Organization:

Specific date email would get sent to students:

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 in following order:

1. Organization Adviser: _____

2. Organization Treasurer: _____

3. Student Activities Center Director:
(1560 Memorial Union) _____

Requester Signature _____