STUDENT ORGANIZATION REQUEST FOR MASS EMAIL
Office of the Registrar
Iowa State University

Process before signatures:
- Your email must be sent 10 or more days before any promoted dates.
- If you are promoting an event, you must go through the Event Authorization approval process before submitting a Mass Email Request.
- Only links to your organization’s StuOrg Database website are allowed; third party links are NOT allowed to be promoted in the Mass Email.
- Bring this form and an attached copy of the email to the Student Activities Center, 1560 Memorial Union.
  - Please allow 1-2 business days for the Student Activities Center to review and approve this form.
  - You will receive an email from the Student Activities Center once the form is ready to pick up.

Process after signatures:
- 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 ITS Solution Center for distribution.
- Create your message through ITS: https://www.it.iastate.edu/policies/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 Mass Email 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 Worktag: PG__________ Email Address:

Who do you want to contact? (ex: all students, just undergrads, class standing, specific major or college)

Purpose for sending email?

If you are promoting an event have you submitted that event to Event Authorization? YES NO

Approval Signatures Required in the following order:

1. Organization Adviser: ____________________________ Date_______
2. Organization Treasurer: ____________________________ Date_______
3. Student Activities Center: ____________________________ Date_______

Student Activities Center Use Only

Received Date:
Received By:

(Revised 10/2019)