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

Process before signatures:

- If you are promoting an event, you must go through Event Authorization approval process before submitting Mass Email Request
  - Check the dates promoted in the email. Emails must be SENT 10 or more days before the dates promoted in the email, as NO requests will be approved for events occurring in fewer than 10 days
- Attach a copy of your email with this form for Student Activities Center’s records
- Please allow 1-2 business day for Student Activities Center to review and approve this form
  - You will receive an email from 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 Solution Center for distribution
  - $20 charge for access to ISU student email addresses will be billed directly to the organization’s campus account (an intramural form is not needed for Office of the Registrar)
- 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 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?

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 Director: ___________________________ Date________
   (1560 Memorial Union)

(Revised 02/2019)