

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 this service. 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 SAC Director signature.

Once all signatures have been collected, bring this form to Judy Minnick or 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 (195 Durham Center) or fax to (294-9062). Your message will not be sent out until you submit payment!

Today's Date:

Requester Name:

Organization Name:

Position in Organization:

Date Information Needed:

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 Advisor: _____

Organization Treasurer: _____

Student Activities Center Director:
(1560 Memorial Union) _____

Campus Organizations Accounting Manager
(3578 Memorial Union) _____

Requester Signature _____