Approval Form for Mass E-mail Request

Instructions:
1. Print this form; attach a copy of the submitted Request Form and a copy of your message. Note: If you plan to send multiple mailings, you must submit a separate Request Form for each mailing, and attach copies of all messages to this Approval form.
2. Obtain ALL the required signatures for ALL sections (allow at least a week) and then send the forms via campus mail to:
   ITS Enterprise Communications Team, 2800 UCC OR FAX to: 335-5505 Attn: ITS Enterprise Communications Team
   For assistance, contact the ITS Enterprise Communications Team: its-email@uiowa.edu

Requester: If you need approval for multiple mailings, please describe in detail the type of approval you are requesting:

NOTE: ALL SECTIONS BELOW (I, II, III) REQUIRE APPROPRIATE SIGNATURES TO APPROVE REQUEST.
EXCEPTION: IRB RESEARCH RECRUITMENT MAILINGS REQUIRE SECTION IV SIGNATURE ONLY.

Approval Key:  S – Single mailing  GR – Group of Related mailings  EP – mailings for an Extended Period of time

I.  Dean, Director, Departmental Executive Officer  (Supervisor of requester)
   Student Organizations  (Center for Student Involvement and Leadership (CSIL) — 145 IMU)

      Signature: ____________________________________  Date: ____________  Approval:  S  GR  EP

II. Provost, Vice President  (VP or Provost of requester)

      Signature: ____________________________________  Date: ____________  Approval:  S  GR  EP

III. Approval to Send to Target Audience  Note: The signing departments will fax this form to the next appropriate department.

Mailings to STUDENTS:

   Non-Academic or Student Organization messages:
   A.  VP for Student Life Approval — 249 IMU, Fax 335-3559:

      Signature: ____________________________________  Date: ____________  Approval:  S

   OR

   Academic-related messages: (if sending academic-related messages to all students, both B & C must be signed)
   B.  Registrar or Assoc. Provost Undergrad Approval — Registrar 1 JH, Fax 335-2636; Provost 111 JH, Fax 335-3560:

      Signature: ____________________________________  Date: ____________  Approval:  S  GR  EP

   AND/OR

   C.  Assoc. Provost Graduate Approval — 205 GH, Fax 335-2806:

      Signature: ____________________________________  Date: ____________  Approval:  S  GR  EP

Mailings to FACULTY: (see Provost’s Office Guidelines before submitting request)

   Provost Approval — 111 JH, Fax 335-3560:

      Signature: ____________________________________  Date: ____________  Approval:  S  GR  EP

Mailings to STAFF, AFFILIATES or RETIREES:

   VP for Human Resources Approval — 121 USB, Fax 353-2384:

      Signature: ____________________________________  Date: ____________  Approval:  S  GR  EP

IV. Mailings for Research Recruitment Purposes (IRB)  (Human Subjects Office – 105 HLHS, Fax 335-7310)

      Signature: ____________________________________  Date: ____________  Approval:  S