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) — 157 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 ❑  GR ❑  EP ❑

   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:

   Chief Human Resources Officer Approval — 121 USB, Fax 353-2384:

   Signature: ________________________________ Date: ____________ Approval:  S ❑  GR ❑  EP ❑

IV. Mailings for Research Recruitment Purposes (IRB)  (Human Subjects Office) Automatically routed through Workflow to IRB office for approval