**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:

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**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:  

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

Signature: ____________________________  Date: ____________  Approval:  

**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:  

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:  

AND/OR

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

Signature: ____________________________  Date: ____________  Approval:  

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

Provost Approval — 111 JH, Fax 335-3560:

Signature: ____________________________  Date: ____________  Approval:  

**Mailings to STAFF, AFFILIATES or RETIREES:**

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

Signature: ____________________________  Date: ____________  Approval:  

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

Signature: ____________________________  Date: ____________  Approval:  