

Request to Send Mass E-Mail to Students

To send a Mass E-mail to students, you must first seek the permission of the Vice President for Student Affairs. Please refer to the *Request to Send Mass E-Mail to Students Guidelines* found at: <http://www.boisestate.edu/vpsa/massemailguidelines.pdf> . Print this form, fill it out and submit it via fax (208-426-1062) or deliver to Room 208, Administration Bldg. or scan the form and send by e-mail to sneighbo@boisestate.edu
Questions? Call (208) 426-1418

Date: _____ / _____ / _____

Requestor: _____

Department: _____ Phone: _____ - _____

E-Mail: _____

You are: student staff instructor other _____

Select desired method of mass-email:

TARGETED E-MAIL
(one-time basis)
(Submit this request at least one week prior to desired send date)

Desired Send Date:
____ / ____ / ____

To be sent by:
 VP for Student Affairs

Phone: _____ - _____

Send to all currently enrolled students? Yes No

If no, please specify below.

TARGETED E-MAIL
(routine basis)
(Submit this request at least one week prior to first send date)

Frequency: _____

To be sent by:
 VP for Student Affairs

Phone: _____ - _____

If VPSA is to send the email, do you plan to provide the query of emails for each sending?
 Yes No

For Targeted Mass E-mails only, describe the set of Boise State students to whom you want to send the e-mail (ie, all students in Math 25; all students minus any who are graduating in December; etc.). If you haven't already, go to <http://registrar.boisestate.edu/query-request.htm> to submit your query request to the Registrar's Office. Please be specific so they can extract the e-mail addresses of exactly those students.

Briefly describe how this e-mail is "important university business" as required in the *Request to Send Mass E-Mail Guidelines*: _____

In the space below write the final draft of your Mass E-mail. Remember that Mass E-mail messages must be compelling, brief and to the point. Please limit content to no more than 2 paragraphs. The e-mail may contain a link to a web page if you wish to provide additional information. You can choose to write "see my e-mail sent to VPSA" and then e-mail your final draft to sneighbo@boisestate.edu .

For Vice President for Student Affairs ONLY:
Approved for: one-time basis routine basis