

Tele-STARS EMAIL REQUEST FORM

Please see page 2 of this form for additional information.

General information should be communicated through listservs, RSS feeds, uNews and e-bulletin boards.

- **Include contact information for questions**
- **Attach printed copy of e-mail message**
- **Ensure document meets accessibility standards, www.wiu.edu/policies/webaccessibility.php**
- **Send a Word document of the message, and the date you want the email sent (*please allow 5-10 working days*), to Tele-STARS@wiu.edu**
- **Forward this request form to your department's Vice-President for approval**

Provost Fax: 309-298-2021. VP for Student Services Fax: 309-298-2558. VP for Admin Services Fax: 309-298-1802

Contact Person	Department	Telephone	Date
Account Number	WIU Authorized Signature		

State the purpose of this request: _____

Survey Emails: Received IRB Approval _____ Event with Raffle: Proper Paperwork Filed _____

Description of target population (see page 2 for possible options): _____

Macomb Campus _____ Quad Cities Campus _____ Both _____

From Line: _____ <Tele-STARS@wiu.edu>

Subject Line: _____

What other communication methods, such as e-bulletin board, mail or listservs are being utilized to distribute the information? _____

Would you like to review a list of the target population? [] Yes [] No

Date for e-mail to go out (*allow 5-10 working days*): _____

Signature of area Vice President	Date	APPROVAL yes / no
Signature of VP for Academic Affairs	Date	yes / no
AIMS Contact: _____		

Any information that does not comply with the WIU Appropriate Use Policy will not be allowed. See www.wiu.edu/vpas/policies/usage.php.

FILE OPTIONS

BE SPECIFIC ABOUT WHAT GROUPS TO INCLUDE OR EXCLUDE FROM YOUR REQUEST!

- **STUDENT FILES:** Examples of possible groups include: Undergraduate or Graduate students; Specific majors; Class status; Gender.
- **PERSONNEL FILES:** Examples of possible groups include: Faculty; Staff; Administrators.