

REQUEST FOR MAILING LABELS FOR CURRENT STUDENTS BY ON-CAMPUS STUDENT ORGANIZATIONS

When requesting mailing labels or student addresses for mailings, please consider the following:

- Mailing labels will be provided upon request to registered student organizations through their advisors, who must sign the request form.
- Allow one week to process your label request. This does not include a time estimation for mailing or copying services.
- It is important that you carefully define the group(s) of students you are seeking. MSU enrollment, approaching 19,000 students, includes undergraduate and graduate students taking courses on the main campus in Springfield, as well as students taking courses through the “extended campus” (e.g., in off-campus locations, through internet or interactive television, etc.).

If you need assistance in establishing your selection criteria, please contact the Office of Student Activities. You may also contact the Office of Enrollment Services at extension 65521 and ask for Rob Hornberger.

- Approximately 4,000 of our students live on campus. The Department of Residence Life and Services will distribute mailers (with required mailing address) for registered student organizations to those students. There is no postage charge for this distribution, but they must be sorted by residence hall and room number.
- Many students (approximately 20 percent) do not provide us with local addresses. In those cases, we use the students’ permanent address. Therefore, if you request mailing labels for off-campus students, do not be surprised to find that many of the addresses you receive are obviously not local.
- At this time, University policy does not allow for mass-distribution emails to be sent by student organizations. If you wish to use email to reach MSU students, you are encouraged to submit information for inclusion in the weekly Student E-Bulletin (StudentEBulletin@missouristate.edu).
- If you wish to add an event to the MSU web-based calendar of events, you are encouraged to do so at <http://calendar.missouristate.edu>.
- It is imperative that mailing labels be used only for the purpose for which they are intended. Under no circumstances should mailing labels or electronic files be shared with other organizations or agencies. **Electronic files should be destroyed once the mailing is complete**, as information in those files quickly becomes outdated.
- If your organization has a University account, you may arrange with Postal Services to have the addresses sprayed on the mailer for your off-campus mailing. To notify Postal Services, call 869-0164 and ask for the person responsible for spraying addresses on labels one week prior to the desired mailing date. Send the Excel spreadsheet via email to PostalServices@missouristate.edu along with the Postal Services authorization form available online. You may also have addresses sprayed on printing order through Copy This. The order may be charged to a University account or paid for when picked up. Send the Excel spreadsheet via email to CopyThis@missouristate.edu including job description and budget number (if charging).
- You must ensure that your mailing is not in violation of the advertising and solicitation policy (<http://www.missouristate.edu/studev/policies/advrt&solicit.html>).
- Labels for students with address privacy and FERPA holds will not be provided (<http://www.missouristate.edu/studev/policies/studrec.htm>).

A FINAL COPY OF YOUR MAILER MUST ACCOMPANY THIS REQUEST.

REQUEST FOR MAILING LABELS

Today's Date: _____ Date labels are needed (must allow at least one week): _____

Organization name: _____

Advisor's name: _____ Advisor's e-mail address: _____

Brief description of purpose of request: _____

Type of output requested (required; check only one; all output sent to organization's advisor)

Note: Electronic distribution is encouraged.

- Addresses in Excel spreadsheet received via e-mail (format used by Copy This and Postal Services)
- Address information sent to VMA account - Specify account name _____
- Generic residence hall addresses (no student names) in Excel spreadsheet received via e-mail (which can be used multiple times). Just be sure first line reads: "To the resident of" in place of the name.
- Printed labels

Do you want to add a header to each label that states: "To the Family of" for those mailings specific to parents or guardians?

- Yes No

Please complete section 1 for regular mailing addresses or section 2 for on-campus addresses only.

Section 1 – All Students

Student class: Check all the class(es) of students for which you wish to receive mailing labels (required)

Degree-seeking students

- Freshman
- Sophomore
- Junior
- Senior
- Graduate degree-seeking

Non-degree seeking students

- Precollege
- Non-degree undergraduates
- Postbaccalaureate

Location of classes (required; check one or both)

- Students taking courses on the campus in Springfield only
- Students taking courses through the extended campus (e.g., dual credit in high schools, internet, interactive video, cable television, Joplin)

Time of classes (required; check one or both)

- Students taking most of their classes during the day
- Students taking most of their classes during the evening

Gender (optional -
default will be both genders)

- Male
- Female

Grade point average (optional)

- _____ Minimum GPA at Missouri State (Missouri State courses only)
- _____ Minimum overall GPA (Missouri State and transfer combined)

Department(s) of major (optional): _____ Age (optional): _____

Other criteria (please be specific): _____

NOTE: All labels will be printed in Zip Code order unless requested otherwise. This is the preferred format of the US Postal Service and will decrease costs associated with "bulk" mailings.

Section 2 – On Campus Students Only

Residence Hall

All traditional residence halls (Blair-Shannon House, Freudenberger House, Hammons House, Kentwood Hall, New Residence Hall, Scholars House, Sunvilla Tower, Wells House, and Woods House)

A particular residence hall(s)

Please list the hall(s) _____

Include the non-traditional apartments (Dogwood Apartments, Elm Apartments, Kentwood South Apartments, and Sunvilla Apartments)

Yes

No

Gender (*check all that apply - default will be both genders*)

Male

Female

Sorted by Gender

(*default will be no sort*)

Yes

No

Other criteria (please be specific): _____

NOTE: All labels will be printed with "on campus addresses", which are not appropriate for US mailing. All labels will be sorted by gender (if requested), building, and room number. All labels will be printed with this name format: First Name, MI, Last Name.

As advisor, I have read the request for labels that the organization has requested. By signing this form, I acknowledge that the labels are being used in an appropriate manner and that the organization will abide by all policies of MSU and all federal, state and local laws when using the provided labels or label information for material pertaining only to the sponsoring organization.

Advisor's Signature

Date

Campus Phone

Student Contact Name

Phone number

Email Address

Completed by Student Activities Office - Labels picked up by:

Name: _____ E-mail address: _____

Signature: _____ Date: _____