

# New External Organization Web Site Application

Missouri State University allows qualified external organizations to create web sites on University equipment as a public affairs service.

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## General Information

*Please print.*

Name of External Organization: \_\_\_\_\_

Is this external organization non-profit?     Yes     No

Is this external organization a professional or academic organization/committee?     Yes     No

Is this external organization appropriate to the University's overall mission?     Yes     No

Requested Web Address: <http://associations.missouristate.edu/> \_\_\_\_\_

*Example: Midwest Association of Graduate Schools uses the web address <http://associations.missouristate.edu/mags>*

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## Initial Developers for External Organization Web Site

*Please print. Developers must be Missouri State University students, faculty or staff.*

Name: \_\_\_\_\_ BearPass login: \_\_\_\_\_

Name: \_\_\_\_\_ BearPass login: \_\_\_\_\_

Name: \_\_\_\_\_ BearPass login: \_\_\_\_\_

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## Web Site Supervisor Agreement

I am a current faculty or staff member who is a current member of the above organization, and I agree to be the web site supervisor for the organization's web site. I accept responsibility for the content and accuracy of this external organization's web site and all developers' adherence to Missouri State web policies and guidelines.

I understand that the external organization's web site will be removed from Missouri State equipment if it changes and no longer qualifies for this service. I also understand that the site will be removed if I leave the university, or choose to no longer sponsor the organization, without finding another valid web site supervisor.

\_\_\_\_\_  
Signature of Web Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Web Site Supervisor

\_\_\_\_\_  
Department of Web Site Supervisor

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## Administrator Approval

As administrator of the web site supervisor's department, I confirm that this external organization is non-profit, a professional or academic organization/committee and appropriate to the University's overall mission. I approve this request for an external organization web site.

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Administrator

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Send questions to Sara Clark, Director of Web and New Media, at [webmaster@missouristate.edu](mailto:webmaster@missouristate.edu) or call (417) 836-6105. Please return this form to the Office of Web and New Media, Park Central Office Building, Suite 100 or fax (417) 836-5118.