

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.

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>

Initial Developers for External Organization Web Site

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

Name: _____ User ID: _____

Name: _____ User ID: _____

Name: _____ User ID: _____

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

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

Send questions to Sara Clark, Director of Web and New Media, at 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.