

Campus Mail Request for Distribution Form

To make request for a campus mail box stuffer, this request-for-distribution form must be filled out completely and signed by the department head or supervisor (full-time staff) of the department or student organization making the request. This form is to be either brought or e-mailed to the Campus Mail department (amhardin@secollege.edu), with a sample of the announcement attached, a minimum of one week prior to the anticipated distribution date to allow time for the Campus Mail approval and distribution process.

Guidelines:

- ⌋ Paper inserts cannot be smaller than 5 ½" x 8 ½" and no larger than 8 ½" x 11".
- ⌋ Box stuffer cannot be duplicated on blue paper.
- ⌋ Due to the increased number of box stuffer requests and the need to allow all campus departments equal access to box stuffers, each campus department or organization is limited to no more than one box stuffer per week. *Alternatives include leaving handout sheets at the campus mailroom window for interested parties to pick up, campus bulletin boards (see the Student Housing office for approval), employment opportunities (Career Services) and chapel announcements (see the Chapel office for submissions).*
- ⌋ Churches and non-SEC organizations are allowed two approved "stuffers" per semester and must follow the authorization procedure and guidelines. This approval is guided by limits on commercial advertisements and employment inquiries, and must be of general interest to the whole campus community.
- ⌋ Campus Mail department approval must be secured a minimum of one week prior to the anticipated distribution date and BEFORE flyers are duplicated. This will allow time for materials to be approved, duplicated and returned to the Campus Mail department so the project can be fit into the department's ongoing workload. **Due to the volume of weekend mail to handle, box stuffers can not be processed on Mondays.**

Department/Organization

Name of Requester (please print)

Phone/Ext.

Box #

Signature of Requester

Date

E-mail

Signature of Department Head/Supervisor

Date

(Office Use Only)

Approval: _____

Campus Mail Department Supervisor

Date