

Information Technology Services

Lawrence University

Student Organization Electronic Mailing List Change of Ownership Application

ITS will provide an electronic mailing list for student organizations on Lawrence's e-mail server. To request modification to an existing electronic mailing list:

1. Complete this form
2. Submit to Campus Life for approval
3. Submit, with appropriate signatures from Campus Life, to the ITS Helpdesk in Room 201 of the Library

Rules of Use:

- A. The electronic mailing list is to be used for organization business only.
- B. Use of the electronic mailing list is subject to all University regulations and provisions regarding computer use, including (but not limited to) those in the Campus-Wide Information System Policy Statement, the ITS Acceptable Use Statement, and the material presented in the Student Handbook.
- C. The organization must designate a contact person who is responsible for maintenance and content of the e-mail account.
- D. The contact person is the only individual that may make changes to the electronic mailing list. Modification of the list of individuals who have access to the electronic mailing list is the responsibility of the contact person.
- E. The contact person must supply a way for people to subscribe and unsubscribe.
- F. The list will stay available until the list owner's e-mail account has been expired or ITS determines that the list is no longer being used.
- G. The signature and date from the head of the organization, the contact person, and the appropriate individual in Campus Life are required for processing.
- H. Failure to comply with the rules of use will be grounds for closing the electronic mailing list. If warranted, requests for disciplinary action will be forwarded to the appropriate campus office.

My organization wishes to modify an existing electronic mailing list. I have read, understand, and agree to the above statements.

Former Contact/List Owner: _____

Username: _____

Signature: _____

Date: _____

New Contact/List Owner: _____

Username: _____

Signature: _____

Date: _____

Head of Organization: _____

Phone: _____

Signature: _____

Date: _____

Organization Name: _____

Acronym/Abbreviation: _____

Electronic Mailing List Address: _____@lawrence.edu

This list will be deleted with your account when you graduate or leave Lawrence. You must contact ITS to change ownership of the list to another person. *New Contact Initials required:* _____

To be completed by Campus Life:

Verify authenticity of student organization information: Approved Disapproved

Signoff from Campus Life (if approved): _____ Date: _____