

SUBJECT: Mass Email Request Procedure	Effective Date: 7/15/2015	Procedure Number: FS 2015 FS0012	
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	Responsible Authority: Director, Resource Management		

APPLICABILITY/ACCOUNTABILITY:

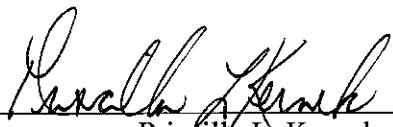
This procedure applies to all Facilities and Safety departments.

PROCEDURE STATEMENT:

The university's mass email distribution system is designed to deliver critical and urgent messages that cannot be distributed effectively in other ways. Requests from Administration and Finance departments require approval from the respective Associate Vice President or designee prior to submission. Departments must begin this process several business days in advance to ensure distribution on the desired date, as there is a minimum of two days' notice between final approval and distribution.

PROCEDURES:

1. The originator will send an email to his or her director to request a mass email distribution. The email will include the following information: the F&S department, the name and email of the individual submitting the request, the date the email should be sent to the campus community, the type of distribution(s), the subject line, and the body of email. The body of the email should be as brief as possible and contain no more than 1-2 short paragraphs. The second paragraph will include a contact number or email address, and if appropriate, a website or hyperlink.
2. The director will forward the approved request to the Director, Resource Management to review.
3. The Director, Resource Management will send any proposed edits back to both the originator and the department director to ensure that the edited message hasn't lost its intent.
4. The Director, Resource Management will submit the final draft to the Associate Vice President (AVP) for approval.
5. Upon AVP approval, the Director, Resource Management will submit the information to <http://admfina.ucf.edu/division-marketing/>.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	7/16/15