



OFFICE OF STUDENT INVOLVEMENT
STUDENT ORGANIZATIONS HANDBOOK

LIST & LABEL REQUEST FORM

Registered student organizations can obtain computer mailing labels, lists, and/or e-mail addresses of specific Drury groups (i.e. prospective students or current members). Campus advisor signature is required for all requests. Labels and lists will be processed and mailed to the campus advisor of the organization. Please submit your request form a minimum of 2 weeks in advance of the date needed.

Name of Student Organization: _____

Items Requested (check all that apply): ☐ Spreadsheet List ☐ Mailing Labels ☐ Other: _____

Target Population (check all that apply): ☐ Freshman ☐ Sophomores ☐ Juniors
☐ Seniors ☐ Super Seniors ☐ Graduate Students
☐ New Students ☐ Transfers ☐ Other: _____
☐ Female Only ☐ Male only ☐ Male & Female

Items Needed (check all that apply): ☐ Name ☐ Home Address ☐ Campus Address
☐ Phone ☐ Email ☐ Other: _____

Grade List Items Needed (check all that apply): ☐ Student Organization:
A Signed Grade Release Statement must be on file ☐ Term Hrs. Attempt ☐ Term Hours Earned
with the Office of Student Involvement for every ☐ Term Quality Points ☐ Term GPA
student requested. ☐ Career Hours Earned ☐ Career GPA ☐ Other: _____

Date of Request (mm/dd/yy): _____
Date Needed (mm/dd/yy): _____ allow 2 weeks for completion

Organization Contact Name: _____
Contact Phone: _____
Contact E-mail: _____

Organization Campus Advisor Name: _____
Campus Advisor Office Address: _____
Campus Advisor Phone: _____
Campus Advisor E-mail: _____

Please state the purpose for this list request: _____

Student Organizations List Request Information:

By completing and submitting this Student Organizations List Request Information Form, it is understood and agreed that:

1. It is the responsibility of the campus advisor to ensure that publications, messages and other communication sent to recipients is in line with the mission of Drury University.
2. The information provided on these lists is confidential and using the list other than in the approved/stated purpose could result in termination of the student organization or other discipline as decided by the Dean of Students and/or the Student Judicial Board.

Student Leader Signature Date of Signature Campus Advisor Signature Date of Signature

Completed SO List Requests should be submitted to the Drury University Office of Student Involvement (FSC 120).

The guidelines and policies affecting Student Organizations and other relevant resources can be found at www.drury.edu/getinvolved