

FROM: Office of Student Affairs & Enrollment Management

TO: University Community

DATE: May 5, 2015

RE: **Guidelines for Email Announcement Requests** (This document can also be found at www.millersville.edu/saem/ under Resources)

The Office of Student Affairs & Enrollment Management receives numerous requests for announcements to be sent to faculty, staff and students. Please help us respond to your requests as quickly as possible by following the guidelines below:

1. Announcements to the University Community (**faculty/staff**) must be handled through the appropriate channels. Please send announcement requests to your Vice President's office.
2. For announcements to MU students, please follow the guidelines listed below.
3. Announcements must first be approved by your immediate supervisor unless you are granted permission to send without approval.
4. Send announcement requests **at least one week** before the date the announcement is to be distributed to jodie.richardson@millersville.edu and sara.habecker@millersville.edu and copy your supervisor.
 - Events should directly involve Millersville faculty, staff and/or students.
 - Please do NOT send requests directly to faculty for announcements to be made in class.
 - Charitable or external vendor solicitations cannot be sent.
5. Email Announcement Layout:
 - In the body of your email, above your announcement, please indicate the following:
 - **Specify the audience**
 - University Community (faculty and staff)
 - MU students
 - Indicate how the **subject line** should read
 - Indicate the desired **distribution date**
 - Format the announcement to appear on-screen, not as an attachment.
 - If you include links, verify that they go directly to the desired web page.
 - A contact person's name, phone number and/or email should be listed at the end of the announcement.
 - Messages may not exceed **500 KB** in size.
6. Distribution source for announcements to students:
 - **Email** – Announcements from University offices/departments
 - **Email** – Announcements from University offices/departments **co-sponsored** with student clubs/organizations
 - **Get Involved** – Announcements from student clubs/organizations

Note: Offices/departments may also have information distributed via **Get Involved** at <https://getinvolved.millersville.edu/>. For information regarding Get Involved, please contact the Center for Student Involvement & Leadership (CSIL) at 717-871-7057.

Thank you for your cooperation.