Mass Mailing Policy for Internal Groups

For the purposes of this policy, an internal University Housing & Dining group shall be defined as all UH&D areas, any residence hall student group or group affiliate (e.g., NRHH), and any recognized learning communities.

Policies and procedures

1. To begin, the organization/group should speak with its supervisor/advisor regarding the type and manner of mailing it wants to distribute.
2. A representative of the organization must then send a copy of the material to be distributed to the Assistant to the Senior Director (in 4141 Burge) to discuss the specifics of the mailing, such as date and quantity of materials to be distributed.
3. The Assistant to the Senior Director will review the material for content. Once final approval has been granted, the Assistant to the Senior Director will inform the representative that the group/organization may proceed with distribution. The representative will also be informed if the request is denied.
4. The Assistant to the Senior Director (or a designate) will contact the appropriate Residence Life staff to inform them of the date and manner of distribution.
5. Flyers encouraging public participation in programs at the university must include one of these statements:
   * For University or non-profit sponsored events, posters must include: “Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact (sponsoring dept. or contact person) in advance at (telephone number).”
   * For University Housing & Dining sponsored events, posters must include: “UH&D seeks to create an inclusive and welcoming environment by celebrating human differences and advocating for equity in our policies, practices and programs. All civilly-expressed opinions and ideas are welcome at events. Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact (sponsoring dept. contact person) in advance at (telephone number).”

- The mass mailing policy is intended to support large-scale promotions.
- Each organization/group will be limited to one mass mailing per month.
- Distribution of materials may be limited in duration of time, as well as size and volume of the materials.
- Delivering the approved materials to the distribution point(s) is the sole responsibility of the organization/group requesting the distribution.
- The name of the organization/group must be clearly visible on each piece of the material to be distributed.
- The group/organization is responsible for providing 10 extra copies, for each distribution point, to be made available at the hall desk(s).
- Materials encouraging participation in events at the university must include the University of Iowa Accommodation Statement.
- It is requested that the materials include a statement informing recipients that extra copies will be made available at the hall desk, as well as a statement encouraging the recipient to share the material with his/her roommate(s).
- Final approval of all distributions is at the sole discretion of the Assistant to the Senior Director of University Housing & Dining. One copy of each mailing will be put into each mailbox. Student names and addresses are not required on distributed materials.
- Approved materials must be delivered to the points of distribution one to two (1-2) working days prior to the actual date of distribution.
- Commercial logos may be included on distributed materials if:
  a. the company the logo represents is not the primary focus of the general information or event advertised on the materials; and
  b. the logo is smaller than 2 inches in diameter.
- Logos representing beverage products other than Coca Cola are prohibited.

Any questions regarding mass mailings should be directed to
Carrier Kiser-Wacker, Assistant to the Senior Director
Burge 4141, 319-335-3000.