



## INSTRUCTIONS

Information Services & Technology provides a mailing list and label service to CSU employees and departments for general employee mailings such as announcements, invitations to faculty/staff presentations, etc. Use this form to request the service. If you have any questions or need additional forms, contact IS&T at 2181.

### PROCEDURES

1. Read the instructions carefully and mark selections clearly.
2. Obtain required signatures.
3. Send approved form to IS&T, RT 1104. Mark Envelope "LABELS". Three working days are required to schedule and fulfill the request after it is received; allow five days in total to accommodate campus mail delivery.
4. Select only one REQUEST TYPE.

### DEFINITIONS

**PURPOSE:** Short statement describing the reason for requesting the material.

**LABEL TYPE:** Peel Off – sticky; each must be manually removed and affixed to mailing material.

**ADDRESS TYPE:** Default is 'campus,' unless otherwise noted  
Campus Name and Department  
Home Name, Street, City, State and Zip Code

**SORT ORDER:** By zip code is default for Home address, by Department is default for Campus address.  
Note: Each of the defaults is a requirement for mailroom processing of bulk mail.

SELECTION CRITERIA - Check as many items as necessary to have the desired groups selected.

**EMPLOYEE CLASS:** (Those starred are included only when working during the current semester.)

All	All listed types except those who are only Continuing Educ presenters
Classified	Civil Service Employees
Faculty	Persons holding faculty rank
Professional	Non Faculty, Contract Staff
* Semester-based PT Contract	Part time non teaching staff
* Lecturer/Adjunct Faculty	Part time teaching staff
Continuing Educ Presenters	Persons who only teach Continuing Education classes

### GROUP:

HEAD – Deans, Directors, and Department heads as defined by HR

AAUP – Members of the American Assoc of Univ Professors Bargaining Unit

CWA – Members of the Communication Workers of America Bargaining Unit

FOP – Members of the Fraternal Order of Police Bargaining Unit

925 – Persons holding positions represented by the SEIU 925 Bargaining Unit

NBS – Members of the staff who are not included in a bargaining unit (Contract or Classified)

E/A – Emeriti and Associates of the University, as confirmed by Board of Trustees

**VP/DIVISION:** University Division, based on Department

**COLLEGE/OFFICE:** College or Administrative Office, based on Department

**DEPARTMENT:** Employee's Department

**NOTE: All lists/labels are for one-time use and may not be copied. Updates will be furnished upon request.**

**Use of this list/label service for non-university purposes is strictly forbidden.**