

## Labels Request

Request forms must be completely filled out and turned in two weeks before needing labels. Organizations will be notified by email if request has been approved/denied. If approved, the date for label pickup will be given at that time. New Admit addresses will not be given out until database is confirmed and complete. **Remember to fill out both sides of the form.**

Student Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Purpose for address labels (*A copy of material to be sent out is required*)**

**Data Requested** (Please mark any and all data requested)

**Student Organizations:**

Governing       Production       Recreation       Honor Societies  
 Professional       Departmental Honorary       Sports Clubs  
 Religious & Spiritual       Service & Education       Cultural & Diversity

**New Admits:**  All new Admits       1<sup>st</sup> Time Freshman       Transfer Students

**Class:**

All Classes       Freshman       Sophomore       Junior       Senior  
 Graduate Masters       Graduate Ph.D.       Joint Enrollee

**Semester:**

Fall       Spring       Summer

**Gender:**

Female       Male

**Ethnic Background:**

All Backgrounds       Black       White       Hispanic  
 Native American       Multiethnic       Asian       No Data

**Religion**

Christian       Specific: \_\_\_\_\_  
 Jewish       Muslim       Other: \_\_\_\_\_

**Grade Point Average / Dean's List:**

GPA Equals or Exceeds (Specify) \_\_\_\_\_  
 Dean's List       Faculty Honors

**Co-op Status:**

Not a Co-op       Applicant At Work       In School  
 Work and School

**Student Housing Status:**

On Campus Residence       Other Residence

**Fraternity/Sorority Info:**

All Non-Members     Active     Inactive     Pledge  
 Specific Fraternity/Sorority \_\_\_\_\_

**Place of Origin/Residence:**

Country...

All Countries                       All Non US Countries  
 Specific Country \_\_\_\_\_

State...

All States                               All Non Georgia States  
 Specific State \_\_\_\_\_

**Specify the type of address for generating labels:**

Campus P.O. Box (Campus from Internal)  
 Georgia Tech Station (Campus from External)  
 Student's Permanent Address - To Student  
 Student's Permanent Address - To Parents of Student

**Specify the sorting order for mailing labels**

Name of Person                       Campus PO Box  
 Home Zip Code                         Home State

Labels are only to be used for the approved reasons. Labels cannot be zeroxed or duplicated without approval. Failure to abide by these guidelines could result in loss of organization charter.

I agree with the above information and will ensure that this organization abides by the policies stated in this request.

\_\_\_\_\_  
Advisor's name

\_\_\_\_\_  
President's Name

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date Submitted

**Office Use Only:**

Approved                       Date of Pick up

Denied (Explanation Follows) Appeals must be submitted in writing to the Student Organizations Advisor within one week of notification that request was denied. The Senior Associate Dean will hear all appeals.

\_\_\_\_\_  
Danielle McDonald, Director of Student Involvement

\_\_\_\_\_  
Date of Action