



### **Distribution List Communication Request**

- Chapters wanting to distribute information to individuals outside of the Sorority and Fraternity Life community through a University Admission's distribution lists shall submit a request to the [Office of Sorority & Fraternity Life \(SFL\)](#) through a Rock Chalk Central form. This request shall be due the first Friday of the month between the months of January and June and include (1) targeted audience, (2) details about event or announcement, (3) chapter contact information, and (4) content of message to be sent to individuals (word document, pdf). SFL reserves the right to deny requests to utilize the distribution lists if all requested information is not provided.
- KU Admissions will disburse information to new admits at three points in the spring semester: Jan/Feb, April/May, June – dates to be determined by KU Admissions each semester.
- The purpose of this policy is to ensure messages going out to individuals outside the SFL community are appropriate and necessary. After receiving approval from SFL and Admissions (if necessary), a staff member will fulfill the request by sending out the communication on the chapter's behalf. Any communication in response to the event or announcement will be automatically directed to the provided chapter contact information.
- No University Admission's distribution lists will be sent out to chapters. The only distribution list chapters will have access to is through the SFL Interest & Acknowledgement Form.