

# Campus Life Today Submission Form

## Campus Life Today Guidelines

Campus Life Today serves as a clearinghouse for all campus e-mails. This service does not replace or modify any other service by an office on campus, which may have access to all campus e-mails.

### What can be submitted to Campus Life Today?

- Submissions must be sponsored, co-sponsored, or directly related to a student organization or department; or have a legitimate connection and valid interest in the Stout campus community.
- Submissions must relate directly to the university and all students (e.g. not just graduating seniors, freshman or any other segmented groups).
- Submissions must be advertising an event, meeting or announcement that would be applicable to the general student population.
- Submissions cannot be used to address a particular viewpoint or belief on a topic.
- Submissions must represent more than one person's interests. For example, a single student offering his/her service to the campus is not acceptable but generally a group of students offering a service/event is acceptable

### How do you submit to Campus Life Today?

- One must be a member of UW-Stout's faculty, staff, or student body with a UW-Stout email address.
- Submissions must be made through this OrgSync form at <https://orgsync.com/11321/forms/62800>.
- Submissions must be received no later than 12:00PM (NOON) the week day before you want it included (i.e. message for Tuesday must be submitted no later than 12:00PM on Monday and messages for Monday are due no later than 12:00PM on Friday)
- Submissions will only be run 3 times, as directed by the person submitting the event. The suggested publication schedule is: two weeks prior, once the week of, and lastly the day of the event.
- Submissions advertising an event or meeting for student organizations, must also create the event/meeting in the organization's OrgSync portal. For directions on how to create an event in OrgSync visit <https://help.orgsync.com/entries/25119083-Creating-an-event>

### Campus Life Today schedule

- Campus Life Today runs on weekdays only.
- Campus Life Today does not run over holidays or days that school will not be in session. A select summer schedule will be determined each year.

Campus Life Today reserves the right to reject and edit them accordingly for content. Campus Life Today reserves the right to modify these rules as it sees fit.

### Sample Submission

The Campus Life Today form has changed! If you would like to learn more about the changes that have occurred in Campus Life Today, please join us for an information session!

Date: Wednesday, September 13  
Time: 7:00 PM  
Location: The Terrace, MSC  
Sponsored by: Involvement Center  
For more information contact: Involvement Center  
[campuslifetoday@uwstout.edu](mailto:campuslifetoday@uwstout.edu)  
715.235.1772  
[www.uwstout.edu/campuslife/getinvolved](http://www.uwstout.edu/campuslife/getinvolved)

Please note that any fields irrelevant to your submission, won't be included in the email. Please be sure to include the required information in the appropriate field. If you have any questions, please contact [campuslifetoday@uwstout.edu](mailto:campuslifetoday@uwstout.edu).

# Campus Life Today Submission Form

Please select the first date you would like your submission to run. [Required]  
Example: Wednesday, September 13

Please select the second date you would like your submission to run (if applicable)  
Example: Wednesday, September 13

Please select the third date you would like your submission to run (if applicable)  
Example: Wednesday, September 13

**Heading of Submission [Required]**

Short introduction of your submission. Ten (10) words maximum.

**Type Actual Submission here: [Required]**

PLEASE DO NOT INCLUDE dates,time, location or contact information in this field as you will be asked for this in the questions below. Please keep submissions to 450 characters. Thank you!

Valid input:

- must contain at most 450 characters.

What is the date of your event (if applicable)?

What is the time of your event (if applicable)?

Where is the event located (if applicable)?

**Campus Affiliation [Required]**

Please indicate the affiliation to campus, name of department or organization (must be a campus office/department or a RECOGNIZED student organization).

Who should individuals contact for more information? [Required]

**Email address [Required]**

Please provide a valid UW-Stout email address to be included in the submission as a contact for more information.

Valid input:

- name@myschool.edu

**Phone number for contact person (optional)**

If you would like a phone number listed in the submission, please enter it here. Example: 715.232.5111

**Website for event/organization (optional)**

If you would like a website included in the submission, please enter it here.

Valid input:

- http://www.myschool.edu