**CLUB EMAIL ACCOUNT REQUEST FORM-REQUIRED**

**CENTER FOR STUDENT ENGAGEMENT & LEADERSHIP -BRER 252**

Please complete the following email account request form for your club and submit it to Center for Student Engagement & Leadership (CSEL) in Brier 252.

Your request will be forwarded to IT and the Club Advisor will receive the email account notification and password to distribute to a Club Officer. The Club Advisor is responsible for the email account and should change passwords if Club Officers transition.

The email account will remain active until the Club Administration Programmer notifies IT that it should be cancelled.

All club email accounts will be created following the format listed below:

(name of club) club@edcc.edu

Name of Chartered Student Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Club Officer Responsible for Club Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Club Advisor Responsible for Club Email Account and Passwords:

This account is to be used solely for the purposes of club communication and the Officers responsible for the account must adhere to college email account policies and regulations. If the privilege of hosting an email account is abused and college policies are not adhered to, Student Programs and Institutional Technology staff reserve the right to cancel the account with prior notification to the Club Advisor.

I agree to the terms listed above and would like to have an email account created for the above referenced student club. I will give the password to a designated Club Officer and change the password if the designated Officer transitions and a new Officer is given the responsibility to monitor the email account.

Club Advisor Signature Date

Club Administration Programmer Approval Date