

# STUDENT ORGANIZATION WEBSITE REQUEST

**ORGANIZATION NAME:** \_\_\_\_\_

**DESIRED WEBSITE ALIAS:** www.towson.edu/  
*Example: www.towson.edu/CampusGirlScouts*

Are you aware if this website alias currently exists? YES NO

If yes, are you just looking to reroute to a different person(s) YES NO

## CONTACT INFORMATION

An OTS representative will contact you in order to finalize this request. Please provide accurate contact information to expedite this process.

### CONTACT PERSON FOR THIS REQUEST:

### BACKUP CONTACT FOR THIS REQUEST:

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

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

\*Username/Email: \_\_\_\_\_@towson.edu

\*Username/Email: \_\_\_\_\_@towson.edu

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**\*You must use a Towson email addresses or the request cannot be granted.**

- We agree that by associating our organization's web page and/or e-mail address with that of Towson University, we will provide a site complete with accurate and appropriate material.
- The creation and support of web pages is not permitted for organizations that are **not** recognized by the university.
- As stated in the University Guidelines for Responsible Computing, commercial advertising on web pages is **not** permitted.
- All content served from University hosts **must** comply with federal, state, and local legal requirements and must not conflict with either the University's Guidelines for Responsible Computing or the Towson University Code of Student Conduct.
- Each organization should appoint a representative who can serve as the main contact person for the organization's website.
- Web site directories can be configured so that multiple people may update information and share the maintenance of organizational information; these are called Group Web Areas.

\_\_\_\_\_  
Contact Person Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Advisor Name (printed)

\_\_\_\_\_  
Organization Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Priscilla Mint, Coordinator of Student Organizations

\_\_\_\_\_  
Date

**Please return completed form to the Office of Student Activities, UU 217.**

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For OSA use only:

Date received \_\_\_\_\_

Date faxed \_\_\_\_\_