College of Business Administration Email Guidelines

Email Etiquette:

- Include a clear Subject matter
- Remain professional and respectful throughout the email
- Refrain from using humor or colloquialism as they can easily be misinterpreted
- Only include information that is relevant and can benefit all Business students

Information to Include:

- Name of club or organization
- Dates for events or opportunities being shared
- Detailed information or brief summary about the event or opportunity
- Location: In-person or Virtual
  - Include Zoom Link or Address
- Include a visible official CPP CBA log at the top of the page
- Flyers and images are recommended

Additional Information:

- Get permission from the dean's/department offices
  - College of Business is Kristin Files at kjfiles@cpp.edu
- Email Addresses to mass send emails to:
  - College of Business Administration Majors: col-cba_ugrad_majors@cpp.edu
  - College of Business Administration Minors: col-cba_ugrad_minors@cpp.edu
  - College of Business Administration Faculty: cba_faculty@cpp.edu
- Please allow up to 3 days for Emails to be reviewed and approved to be sent out
  - Clubs are allowed to only submit 1 email request a week per event
- Individual email addresses cannot be exempted from mass distribution
  - If you do not want to see mass distribution emails in the future, use personal email filters to manage incoming messages
- Approved CPP & CBA Logos:
  - Link: https://bit.ly/3EUX8x4

UBSS Weekly Newsletter:

- Google Form is due every Saturday at 8 PM
- Newsletters are sent out every Monday or Tuesday
- Form Submission Link: https://forms.gle/Gaz2FEBD6DoCBN9J8

Last updated December 2023

College of Business Administration Flyer Guidelines

All emails and flyers **MUST** be approved before they are publicized.

- Flyers will checked weekly and will be removed and organizations will be contacted if it does not meet the necessary requirements.
- Clubs will pay a vandalizing fee, 3 marks means you cannot put flyers up.

Mandatory Steps:

- Clubs must complete the full charter process
- Include a visible official CPP CBA log at the top of the page
  - Approved CPP & CBA Logos:
    - Link: https://bit.ly/3EUX8x4
- Abide by the same rules as an email
  - please refer to the email guideline above
- Event must be posted on 25Live
- Get permission from the dean's/department offices to post in buildings
  - College of Business is Kristin Files at kjfiles@cpp.edu
- Use painter's tape to post on walls and windows
- Remove posting no later than end of day or the day after the event
- Get an approval stamp from the office of SELS (formerly known as OSLCC) on your original artwork before printing after approval from the dean's/department offices

Student Engagement, Leadership and Success Poster Stamp

In Person Stamp:

- Requestor must be a current student, faculty or staff
- Must provide our office with their Bronco ID and telephone or email
- Submit two original copies of the Flyer. For banners, only the original is needed
- Poster must detail: Purpose of event, Date and time of event, Department, club, individual hosting the event, with (Email and phone number)
- If written in a language other than English, a copy of the English translation must also be presented
- Include a visible official CPP CBA log at the top of the page
  - Approved CPP & CBA Logos:
    - Link: https://bit.ly/3EUX8x4
- Only the original copy of the flyer will be stamped by SELS. Multiple copies of the flyer will not be stamped; rather, anyone wishing to post multiple copies at multiple locations should make their copies after the date-stamp is affixed to the original
- For any postings advertising research studies on human subjects, a copy of the IRB approval needs to be submitted
- No more than 50 flyers or publicity materials are allowed per event
- SELS will provide a stamp for an approved posting on an index card for scanning upon request
- Posters/Flyers can be approved for up to 30 days. If more than 30 days is required, the requestor must get a new stamp from SELS for another 30-day approval
- Complete the posting requirement form

Student Engagement, Leadership and Success Poster Stamp

For Email Stamp Requests:

- Requestor must be a current student, faculty or staff
- Have Thelma or staff verify Bronco ID on Tableau
- Print one copy of the flyer
  - For banners, only the original is needed
- Poster must detail: Purpose of event, Date and time of event, Department, club, individual
- Include a visible official CPP CBA log at the top of the page
  - Approved CPP & CBA Logos:
    - Link: https://bit.ly/3EUX8x4
- hosting the event, with (Email and phone number)
- If written in a language other than English, a copy of the English translation must also be provided
- For any postings advertising research studies on human subjects, a copy of the IRB approval must be provided
- No more than 50 flyers or publicity materials are allowed per event
- Posters/Flyers can be approved for up to 30 days. If more than 30 days is required, the requestor must get a new stamp from SELS for another 30-day approval