

## **Address Label Request Procedure**

*Effective May 2007*

- 1) Determine the criteria for qualification and request only those who qualify. For example, if you require a 2.5 high school GPA and your scholarship can only be given to an incoming male freshman from Nebraska; admissions will narrow the list to include only those who qualify.
  
- 2) Send an electronic copy of the scholarship letter to the Greek Life G.A. Written approval from the organization's advisor is also necessary. Written approval from the organization's advisor must also accompany the scholarship letter. Both letters will be placed on file so that inquiries and clarifications can be made in the Office of Campus Activities.
  
- 3) AFTER approval by the Greek Life G.A. and the Greek Advisor, a label request will be made to the Office of Admissions. At this time a representative of your organization must submit the necessary number of blank, 1 x 2.5" labels to Tammi Grow at the Office of Admissions, second floor of Administration Building.
  
- 4) After the labels are printed your organization will be notified and they will be available for pick-up in the Office of Campus Activities.
  
- 5) As a reminder, the address requests will be used for the approved purposes only. A copy of addresses should not be kept, if a second mailing is necessary an organization must follow the procedure a second time.
  
- 6) Violation of the process will result in loss of privilege.