

Student Organization New Website Request Form

Please complete each section in full and return to:

Student Activities • Student Center 330

An active Bentley community member (faculty, staff, or student) must be provided and is officially associated with the website account. Webmasters are responsible for the content and materials posted to individual sites and must adhere to the policies and procedures as listed on the Bentley Student Organizations Website.

Organization (spell out): _____ Date: _____

Requestor Name: _____

Requestor Signature: _____

Webmaster Name: _____

Email: _____ Tel: _____

Preferred Web Address (i.e.

Faculty or Staff Advisor Name

Faculty or Staff Advisor Signature

Date:

In addition to the signature above, all requests for new websites for student organizations must be authorized by Student Activities.

Student Activities Authorized Name

Student Activities Authorized Signature

Date:

In collaboration with the Office of Student Activities and the Help Desk, training is available to all new webmasters. Upon completing and turning in this form, please schedule a mandatory appointment with the Program Coordinator by calling x2700 or going to the Office of Student Activities, Student Center 330.