

# “Request to Survey BSU Constituents” Form

Use this form to request permission to survey student and/or employee populations at Bemidji State University.

This form and the following list of documents must be addressed to the Vice Presidents for Academic Affairs and Student Affairs (VPAA & VPSA) and it must be emailed to [VPsignatures@bemidjistate.edu](mailto:VPsignatures@bemidjistate.edu).

1. An email of introduction from the Requester to the VPAA & VPSA, listing the Requester and Advisor(s) contact info.
2. IRB approval from BSU and/or Home Institution. (Not applicable for High School student requests.)
3. Research Proposal or brief Summary of Research.

The VPAA and VPSA will evaluate your request to survey BSU populations. The decision(s) will be returned to the Requester and listed Advisor via this form.

**Once this form is returned, it is the Requester's responsibility submit their survey link/QR code to the distribution channels listed on this form. This approved form must accompany all distribution requests.**

Requester Name \_\_\_\_\_

Requester Email \_\_\_\_\_

Advisor Email(s) \_\_\_\_\_

## Applicant: Check all that apply in Section 1 for distributions to faculty and staff

Yes or No

SOCIAL List Serve: Distributed to all Faculty and Staff VPAA Decision \_\_\_\_\_  
*Email this form to [andy.bartlett@bemidjistate.edu](mailto:andy.bartlett@bemidjistate.edu) to verify you have permission*  
*Email your invitation to constituents & survey link/QR code to [social\\_1@listserv.bemidjistate.edu](mailto:social_1@listserv.bemidjistate.edu)*

Faculty List Serve: Distributed to all Faculty VPAA Decision \_\_\_\_\_  
*[Sabrina.Wille@bemidjistate.edu](mailto:Sabrina.Wille@bemidjistate.edu)*

Faculty List Serve: Request faculty voluntary distribute to Students VPAA Decision \_\_\_\_\_  
via D2L shells or Professor emails *(Requires approval from both VPAA and VPSA)*  
*[Sabrina.Wille@bemidjistate.edu](mailto:Sabrina.Wille@bemidjistate.edu)*

1. VPAA Signature \_\_\_\_\_ Date \_\_\_\_\_

## Applicant: Check all that apply in Section 2 for any student-related distributions

Yes or No

BeaverLink Direct Messaging VPSA Decision \_\_\_\_\_  
*Email signed form, outline of request, & survey/poster to Angie Clark at [bsuclubandorg@bemidjistate.edu](mailto:bsuclubandorg@bemidjistate.edu)*

Faculty List Serve: Request faculty voluntary distribute to Students VPSA Decision \_\_\_\_\_  
via D2L shells or Professor emails *(Requires approval from both VPAA and VPSA)*  
*[Sabrina.Wille@bemidjistate.edu](mailto:Sabrina.Wille@bemidjistate.edu)*

Fliers posted on BSU bulletin boards VPSA Decision \_\_\_\_\_  
*<https://www.bemidjistate.edu/hobson-union/event-services/policies-procedures-forms/campus-posting-policy/>*  
*<https://www.bemidjistate.edu/hobson-union/event-services/policies-procedures-forms/hmu-posting-procedures/>*  
*Email signed form, description of request, & survey/poster to [hobsonunion@bemidjistate.edu](mailto:hobsonunion@bemidjistate.edu)*

Fliers posted in resident halls VPSA Decision \_\_\_\_\_  
*<https://www.bemidjistate.edu/services/reslife/contact-us/>*  
*Email signed form, description of request, & survey/poster to [reslife@bemidjistate.edu](mailto:reslife@bemidjistate.edu)*

2. VPSA Signature \_\_\_\_\_ Date \_\_\_\_\_