

# ISS Survey/Event Tool Request Form

(to be completed by ABA and signed by requestor and supervisor)

(Survey must be requested 2 weeks in advance. Events must be requested 8 weeks in advance of the time when event registration is scheduled to begin.)

1. Name of group or individual requesting survey:

If a group, name of contact person:

2. Email Address:

3. Who, besides the above, will be allowed to review and download the results of the survey?

4. Survey Name:

5. Purpose/Description of the Survey:

6. The survey will be (select one)

Anonymous (no authentication)

Require MyWashburn username & password (provides ability to track responses by WIN)

7. Estimated Survey Start Date

8. Estimated Survey End Date

9. How will the survey be distributed (pick one):

By sending a link to survey in email (preferred if you want to limit audience)

A link will be made to the survey from the  
~~XXXXXXXXXXXXXXXXXXXX~~ Web site.

By signing below, I understand that the usage of the survey/event tool described above must comply with the Washburn University Acceptable Computer Use Policy at <http://www.washburn.edu/main/iss/computers-tech/policies.html>. I understand that the survey tool is limited to the features described above, and that any additional functionality will not be provided by ISS through the usage of these tools. I will be responsible for the downloading of the data when the survey or event is complete, and will inform ISS when the survey or event is no longer necessary.

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

Date: \_\_\_\_\_

Supervisor Information and Signature (or Advisor for student organizations):

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

Dept: \_\_\_\_\_

Signature of Dept Head: \_\_\_\_\_