



**THE SUNY STUDENT ASSEMBLY**  
Department of Communications

State University Plaza, N501  
353 Broadway, Albany, NY 12246  
P: (518) 320-1288 | F: (518) 320-1557  
[www.sunysa.org](http://www.sunysa.org)

**DISTRIBUTION OF SUNY STUDENT ASSEMBLY DOCUMENTS AND  
CAMPUS REQUEST FOR INFORMATION GUIDELINES**

Thomas D. Mastro, President  
Christopher T. Wallace, Director of Communications

As the SUNY Student Assembly strives to become more transparent and improve in the area of communication, specifically in regards to the distribution of the organization's resolutions and supporting documents, the below plan will be implemented, effective Monday, February 15, 2016:

**DISTRIBUTION OF RESOLUTIONS:**

The [Communications@sunysa.org](mailto:Communications@sunysa.org) email account will be the official form of document distribution. The Director and Deputy Director of Communication ("Communications Team") will manage this email account.

The Chair of IT Services will collect and update listservs pertaining to resolution distribution.

By 14 business days following an Executive Committee meeting, The Deputy Director will draft and send a press release to press listservs giving an overview of the weekend, in addition to providing a link to all of the resolutions passed. This e-mail will be posted on

COBALT, the website's news section, and shared on the organization's social media platform(s). Specific resolutions to be featured in the press release or sent out in their own press release will be selected at the discretion of the President in conjunction with the Communications Team.

The Communications Team will answer, or may choose to forward along to a more appropriate party, any questions asked by the press and clarify any possible confusion.

The below email template will be used as a generic outline for sending documents on behalf of SUNY Student Assembly.

### **COLLECTION OF CAMPUS INFORMATION:**

In an effort to keep communication with campuses consistent and in line with best practices, the below framework will be implemented effective Monday, February 15, 2016.

*If a committee chair wishes to collect campus information for data and knowledge purposes, the below framework outlines exactly how one should do so.*

The [SUNYSArequestforInformation@sunysa.org](mailto:SUNYSArequestforInformation@sunysa.org) email account will be the official form to gather campus information for the SUNY Student Assembly. The Communications Team will manage this email account. This account will have access to all listservs that the President has access to.

If a committee would like to gather campus information, the below framework outlines how to proceed.

Committee votes to collect information from campuses.

The Communications Team works with the committee chair and or designee to create a form to be sent to all campuses.

The Communications Team disseminates the developed form to the SUNY SA President or designee for approval to be sent on behalf of the organization to all campuses.

An email is sent to intended recipients by the Communications Team through the [SUNYSArequestforinformation@sunysa.org](mailto:SUNYSArequestforinformation@sunysa.org) account.

The Communication Team will be in charge of extending this information to the committee who requested it.