



CSN CALL CENTER INBOUND/OUTBOUND CALL CAMPAIGN REQUEST FORM

PLEASE NOTE

*Once this form is completed, please email it to CSNCallCenter@csn.edu with "Call Campaign Request" in the subject line.

*All call campaign requests must be submitted at least 14 days prior to the requested start date to allow adequate staffing.
Exceptions may be made on a case by case basis

*Due to the call campaign request volume, all requests will be approved based on Call Center availability.

		Today's Date:	Campaign Title:
Name:		Effective Start Date(s) for Request:	
Department:		Effective End Date(s) for Request:	
Type of Request:	Call Type: Inbound Calls Robo Calls Other Number of Students	Outbound Calls Number of Students:	Live Script Attached Msg. Script Attached 3-Party Script Attached Tracking Spreadsheet provided Y <input type="checkbox"/> N <input type="checkbox"/>
	Campaign Days: M T W <input type="checkbox"/> TH F <input type="checkbox"/>	Important Notes:	
Signature of Requestor:			Date:

For CSN Call Center Use Only:

Approved:	Signature _____	Date: _____
Approved with conditions:	<input type="checkbox"/> Signature _____	Date: _____
Denied request:	Signature _____	Date: _____

Comments:

Postliminary Call Campaign Results: (Return results below within 14 days after Campaign Completion.)

Calls Outbound: Calls Missed:

Calls Received: Amount of Student's took action: