

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

**SCHOOL/DEPARTMENT REQUEST FOR SOCIAL MEDIA SITE(S)**

**School/Department Name:** \_\_\_\_\_

**School Principal/Department Administrator:** \_\_\_\_\_

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

**Social Media Administrative Team:**

*List the name of the social media administrator as well as all members of the team who are allowed to post and monitor content on your site(s)*

**Name of Social Media Administrator:** \_\_\_\_\_

**Social Media Team Members:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**List Site Names of All Social Media Accounts for Which You Are Requesting Permission**

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

*I have read the guidelines, and agree to take responsibility for all school/department-sanctioned social media sites and related content:*

**Signature Required:**

\_\_\_\_\_  
Principal/Department Administrator

**The following information to be completed by the Community Relations Department:**

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

Official Social Media Email Address: \_\_\_\_\_