

1) Your name:

Social Media Account Request Form College of Design, Construction and Planning

Please fill out the following form and email it to Julie Frey at jsfrey@dcp.ufl.edu and Joey Mazzaferro at joeym@dcp.ufl.edu.

2)	Social media type (e.g., Facebook,	, Twitter, LinkedIn, YouTube, Wor	rdpress Blog, etc.):		
3)	Proposed Title: Proposed URL:				
4)) Which academic unit is hosting your requested social media page?				
5)	5) Account Usage (explain how this account will be used):				
6)	6) Will the social media account/site support a clear business objective that is consistent with the mission and goals of the unit?				
7)	7) How will it meet a business objective? (Please include one page business plan)				
8)	Account Managers (At least two a of the unit or his/her designee.)	ccount managers are required, a	t least one of whom should be the chair/director		
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N	of the unit or his/her designee.) ame	Email	t least one of whom should be the chair/director Academic Unit		
N: Pr	of the unit or his/her designee.) ame imary Manager:	_			
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List the training and qualifications of the backup person managing the account/site.	
Is the backup account/site manager familiar with UF social media standards, acceptable use policy and identity standards?	
Is the backup account/site manager familiar with FERPA, HIPAA, public information and other privacy policies and procedures for appropriate and legal management of this account/site?	

- 9) Is there sufficient staff time available to manage this account or site? (at least one hour a day may be needed to devote to each social media site)
- 10) Approval of Chair/Director is needed. He/She can either sign this form or send an email to isfrey@dcp.ufl.edu with approval.