Approval Request for New AHSC Social Media Account

Platform(s): ________________________________________________________________

Account Name(s) and/or Handle(s) _____________________________________________

Primary Account Manager
I have read the AHSC Guidelines for Official Social Media Use and understand my responsibilities as an account manager.

_________________________________________  ________________________________
Print Name                                  Unit and Department

_________________________________________  ________________________________
Signature                                   Date

Secondary Account Manager
I have read the AHSC Guidelines for Official Social Media Use and understand my responsibilities as an account manager.

_________________________________________  ________________________________
Print Name                                  Unit and Department

_________________________________________  ________________________________
Signature                                   Date

Unit Social Media Lead
I have consulted with the designated account managers and agree that this new social media account is aligned with the unit's communications goals and that there are appropriate resources to support it.

_________________________________________  ________________________________
Print Name                                  Unit and Department

_________________________________________  ________________________________
Signature                                   Date

Unit Head (Dean, Center Director, or SVP for Health Sciences) or Official Designee
I support the creation of this account and understand that resources, such as staff time, will be devoted to maintaining it.

_________________________________________  ________________________________
Print Name                                  Unit

_________________________________________  ________________________________
Signature                                   Date

Please keep a copy of this form for your records and file the original with the social media coordinator in the Office of the Senior Vice President for Health Sciences.