SAMPLE FORM
[INSERT NAME OF PARISH/SCHOOL]
<u>SOCIAL MEDIA REQUEST FORM</u>

Requester's Name and Contact Information: _____

Requester's Affiliation (e.g., clergy, employee, volunteer): _____

Identify Your Class, Extracurricular Activity, or Program: _____

Preferred Social Media Platform (e.g., Facebook, Twitter, Instagram, Remind, GroupMe):

_____

_____

Describe the Purpose of Social Media Platform and Explain in Detail How it will Be Used to Augment Your Class, Extracurricular Activity or Program:

_____

_____

_____

_____

Date of First Proposed Use: _____

Requester's Signature: _____ Date: _____

Office Use Only: Approved: _____ Denied: _____

Pastor/Principal Signature: _____ Date: _____

If Approved: Social Media Account Information

Name of Social Media Platform: _____

Account Name: _____

Password: _____

- This Form does not apply to websites/pages created by teachers on school's intranet webpages
- Social Media Account Name Must Include School/Parish Name