

Social Media Registration Form

Please set up your Social Media account before submitting this form. Do not promote your Social Media site until the approval process is complete.

Account/Site Title

URL

Social Media Type

e.g.: Twitter, Facebook, LinkedIn, etc.

Account/Site Usage

Explain how this account or site will be used

Meets a Business Objective?

Will the social media account/site support a clear business objective that is consistent with the mission and goals of the unit?

Yes No

Please explain your business plan. If you have a prepared business plan, type 'See Attached' and submit a copy with this application.

Account/Site Manager

Name

Phone

Email

Please list the training and qualifications of the person for managing this account/site.

The Manager has read and understood the following UF Policies:

Yes No

[Social Media use, guidelines, and policy implications](http://hr.ufl.edu/emp_relations/policy/social_media.asp)

[\(http://hr.ufl.edu/emp_relations/policy/social_media.asp\)](http://hr.ufl.edu/emp_relations/policy/social_media.asp)

[UF Identity Policies](http://www.identity.ufl.edu/policies-guidelines/web/)

[\(http://www.identity.ufl.edu/policies-guidelines/web/\)](http://www.identity.ufl.edu/policies-guidelines/web/)

[UF Privacy Policies \(http://privacy.ufl.edu/privacy-policies-and-procedures/onlineinternet-privacy-statement/\)](http://privacy.ufl.edu/privacy-policies-and-procedures/onlineinternet-privacy-statement/)

[Intellectual Property Policies \(http://research.ufl.edu/otl/pdf/ipp.pdf\)](http://research.ufl.edu/otl/pdf/ipp.pdf)

[Acceptable Use Policies \(http://www.it.ufl.edu/policies/aupolicy.html\)](http://www.it.ufl.edu/policies/aupolicy.html)

Available Staff Time?

Is there sufficient staff time available to manage this account or site?

Yes No

Unit Name

Unit Approval

Type name and sign

Office of Research Approval

David Norton, Ph.D.

Vice President for Research

When you have received approval of this form, you must register your social media site with the UF Office of Public relations at: <http://www.urel.ufl.edu/social-media/social-media-registration/>