

## Request for Official K-State Social Media Account

### Contact Information

Name: \_\_\_\_\_ K-State eID: \_\_\_\_\_

Title: \_\_\_\_\_ Dept./Unit: \_\_\_\_\_

Office Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_

### Account Request

I am requesting one or more official social media accounts for the following department/unit:

\_\_\_\_\_

Facebook    Twitter    Google+    LinkedIn    Pinterest    Other \_\_\_\_\_

Please provide a brief description of the purpose/goal of the account(s), what you plan to post and how often, etc.

### Department/Unit Authorization

By signing below, I affirm I have read and understand the university's Social Media Guidelines, available at <http://www.k-state.edu/socialmedia/guidelines.html>, and the relevant university policies and procedures referenced therein. I understand official university social media properties which are misused or neglected may be subject to deletion at the discretion of the university. I understand I am responsible for the oversight and moderation of any and all official social media properties to which I am assigned.

\_\_\_\_\_  
Responsible Individual

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Unit Head

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this signed form to the **Human Ecology Computing Support Group, 121C Justin Hall**. Scanned copies of this signed form may be sent to [humecweb@k-state.edu](mailto:humecweb@k-state.edu). After your form submission is processed, you will receive additional information about the next steps in the process.