Texas A&M University-San Antonio
Social Media Procedures Receipt

As a social media administrator for my student organization, I have received the TAMU-SA Social Media Procedures and the TAMU-SA Safe Practices and Tips for Social Media Behavior, and will provide contact information for the use of the Office of University Communications below. I understand that I am also responsible for ensuring that my organization will have access to all social media accounts when this position ends.

Administrator Name (please print clearly): ____________________________________________

Department/Student Organization: ________________________________________________

Position in organization: _________________________________________________________

Email: ________________________________

Phone (best contact number) _____________________________________________________

Organization’s advisor/department: ______________________________________________

Advisor Email: __________________________

Advisor Phone: __________________________

Social Media Sites/Address (list all that apply): (Note: Keep in mind that Facebook account names cannot be changed once registered, so pay particular attention to how you type the account name.)

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Signature: __________________________ Date: __________________________