

UVM Larner Med
Medical Student Interest Group & Leadership Group

Request to Create New Social Media Account

Instructions

This form must be filled out in its entirety, approved by your faculty/staff advisor, and sent to the Student Council chairs of Student Leadership and Communication prior to your creating your social media account.

Here are the steps to do so:

- Fill out this form
- Email the form to your faculty/staff advisor for review and sign off
- When you receive the approved form back, send it to the acting first-year **Student Council Chair of Student Leadership** and **Chair of Communication**.
- The acting first-year **Student Council Chair of Student Leadership** and **Chair of Communication** will be responsible for keeping these approvals updated in a Commons spreadsheet listing all student leadership groups and student interest groups.

Student Interest/Leadership Group Name:

Date:

Your name, email address, and class year:

1. Name(s) and email addresses of Student Interest Group leaders:

2. Name(s) of Student Interest Group members who will be in charge of creating content for, posting content, supervising, and maintaining the social media account (no less than one/no more than three):

3. Is your group affiliated with a national organization?

If yes, what is the full name of the official national organization?

If yes, list all social media accounts (with handles/names) that the organization manages:

4. What types of content will your group be posting to your new social media account(s)?
Please be detailed and specific.

5. Before now, how has your group distributed the information/content listed in question #4? Please be detailed and specific.

6. How many *active* members does your group currently have?

7. **Social Media Platform** Student Interest Group wants to create an account on (select all that apply):

- Instagram
- Facebook
- LinkedIn
- Twitter

8. What is the **intended name(s)/handle(s) for the new accounts** indicated in question #7?

9. **How many times per week** does your group intend to post new content or repost content from your national organization or other like-minded organizations?

10. **Phone number** and/or **email address** account will be associated with.

11. Please describe (in detail) how you will officially **hand-off responsibility for management of the social account** to future members, to ensure a gapless chain of responsibility.

Your Name:

Your Signature:

Date:

Name of Faculty Advisor/Staff Liaison:

Faculty Advisor/Staff Liaison Signature:

Date: