

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.)**

Signature: _____ Date: _____