



# Social Media Account Approval Application

Athens City Schools (ACS) requires that all social media pages/accounts that represent an official team, club or organization affiliated with the school system be approved by the school principal and registered with the Office of Communications. The purpose is to ensure that all school-associated social media is managed, monitored and maintained in a way that builds the ACS brand while providing trusted and accurate information. ACS currently only authorizes the establishment and use of Facebook and Twitter accounts on behalf of the school system.

## Steps to Submit Your Social Media Account for Approval

To register a social media account with ACS:

1. Read and agree to adhere to [ACS Social Media Guidelines](#).
2. Submit the online [Social Media Registration Form](#) for each club/team/activity.
3. Print and sign the **Social Media Account Approval Form**.
4. Submit the **Social Media Account Approval Form** to the school principal for final approval.
5. Upon approval, the school principal will sign and submit the form to Communications.
6. Communications will notify the applicant of approval upon receipt from the school principal.

Name of club/team/organization your account will represent:

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Social Media platform you wish to use (Twitter, Instagram, Facebook)

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Sponsor/coach/leader name (print):

School:

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*I agree to be responsible for the content and management of the requested social media page/account on behalf of Athens City Schools in accordance with the established ACS Social Media Guidelines. I have read and understand the Social Media Guidelines.*

\_\_\_\_\_  
Sponsor/coach/leader signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Name (Printed)

**Please return this form with both signatures to Christy Hubbard in the Office of Communications.**