

SOCIAL MEDIA DIRECTORY APPLICATION



Please check off the types of social media you are applying for.

If you've already secured a BHCC social media site(s), please enter it here:

- Facebook, Facebook URL: _____
- Twitter, Twitter handle: _____
- Other, List URL: _____
- Check here if you need assistance securing a social media site(s).

In order to be listed on the Bunker Hill Community College Social Media Directory, social media page administrators must meet the following criteria:

- Read the BHCC Social Media Guidelines and follow them to the best of your ability.
- Meet with a member of the web communications team for a social media orientation.
- Give the web communications team administrator access to the social media pages in question.
- Dedicate the time and resources to keep the BHCC social media page(s) active and updated. Page administrators must check their site(s) at least twice a day at the beginning and end of each day, and commit at least 3 hours a week to maintaining the social media presence.
- As an added measure of safety and security, during a time of College emergency due to weather or compromised security, all BHCC social media administrators agree to share or repost the BHCC institutional safety update to ensure the most students as possible see the information.

A vice president, dean, or director-level employee must complete this application; however, a designee at a lower level can be an administrator.

VP/Director/Dean name: _____ Date: _____

Department: _____

Signature: _____

Additional administrator also responsible for account (optional):

Name: _____

Title: _____

Department: _____

Please return this application to Nikki Moro, Director of Web Communications at nmoro@bhcc.mass.edu or in person in B227.

<p>Application Notes For Web Department Use Only</p> <p>Web team member: _____ Date of orientation meeting: _____</p> <p>Notes: _____</p> <p>_____</p>

