

Mayor
THOMAS R. PAPALEO

Administrator
LISSETTE APORTELA

Municipal Clerk
ANNE DODD, RMC

Deputy Clerk
JUDY O'CONNELL



BOROUGH OF RIVER EDGE
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SOCIAL MEDIA APPLICATION

INSTRUCTIONS

Return Application Part A, before Establishment of Social Media Site(s)
Receive Preliminary Approval to Proceed.

Return Application Part B, after Establishment of Social Media Site(s)
Receive Final Approval.

This application is divided into Part A & B. Part A provides preliminary information for the development of a Social Media presence. Part B is post establishment of the site, and provides final approval as per Paragraph 11 of the Social Media Policy.

PART A

1. I acknowledge receiving and answering this application on behalf of the:

(Insert entity name)

Signature: _____

Print Name and Date: _____

Contact Information: _____

Telephone # and Email: _____

- 1A. I acknowledge receiving the Borough's Social Media Policy attached hereto on behalf of: _____

(Insert entity name)

Signature: _____

Print Name and Date: _____

- 1B. I am the individual who will be responsible for the establishment of the site:
____ YES ____ NO

If NO, please provide contact information for individual

Name: _____

Telephone and Email: _____

2. Have you read the Social Media Policy?

____ YES

____ NO

3. Do you have questions? If so list: _____

4. Do you have comments? If so list: _____

5. Please list social media that will be used to establish sites. (i.e. Facebook, Twitter, etc.)

- | | | |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

6. List for each site the person or persons responsible for and authorized to post content:

Social Media Site:
Name: _____
Title: _____
Contact Information: _____
Telephone Number: _____
Borough Email: _____

Social Media Site:
Name: _____
Title: _____
Contact Information: _____
Telephone Number: _____
Borough Email: _____

Social Media Site:
Name: _____
Title: _____
Contact Information: _____
Telephone Number: _____
Borough Email: _____

7. Who will have the usernames, passwords and/or access codes to the site(s):

Social Media Site:

Name: _____
Title: _____
Contact Information: _____
Telephone Number: _____
Borough Email: _____

Social Media Site:
Name: _____
Title: _____
Contact Information: _____

Telephone Number: _____

Borough Email: _____

Social Media Site:

Name: _____

Title: _____

Contact Information: _____

Telephone Number: _____

Borough Email: _____

- 8. Explain why there is a need for a Social Media presence. (Use the space below and/or attach additional pages if necessary)

- 9. Explain the purpose for each Social Media site. If more than one explain the purpose of each. (Use the space below and/or attach additional pages if necessary)

- 10. Do you agree to post the language in Paragraph 6 as per the Social Media Policy?
 YES NO

The Purpose of Part “A” of the application is to provide the applicant with preliminary approval to establish the site(s) in accordance with the Social Media Policy.

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PRELIMINARY APPROVAL TO PROCEED TO ESTABLISH SOCIAL MEDIA SITE(S)

Approval Date

Lissette Aportela, Borough Administrator

Approval Date

Anne Dodd, Borough Clerk