



Request to Launch an NC RESA Program Facebook Page

Please review Board Policy 5225 and AR5225 prior to completing this request form.

Employee Name: _____

Department/Program: _____

Date: _____

Completely answer the following questions as part of the application process and submit in writing to your immediate supervisor for approval:

- 1) What is the objective of your Facebook page? How will you tell if the objective has been met?

- 2) Who is your target audience?

- 3) Who will be responsible for monitoring it?

- 4) Who will be responsible for “feeding” it? How much staff time is available?

- 5) What will you post to your page?

6) Will you have frequent, fresh news to share three to five times a week?

7) Who will be responsible for responding to posts?

8) How will you market your page?

For office use only

Supervisor's Signature

Date

_____ Approved

_____ Denied

If approved, Supervisor must return a copy of this form to the requestor. It is the responsibility of the requestor to submit an on-line tech request to NCATS to create the program Facebook page.

A copy of this form, whether approved or denied, shall be sent to the Director of Technology and the Superintendent.