



**Social Media Request & Usage Form**  
 (For CLTCC staff, faculty and administrators)

All CLTCC social media sites must be approved by the Strategic Outreach Coordinator, the Information Technology Department and the Chancellor prior to being established. For example, if a department feels CLTCC should have a social media account that it does not already have, the department head will need to complete a Social Media Request & Usage Form and explain why CLTCC should create the new social media account.

Please email this completed form to [marketing@cltcc.edu](mailto:marketing@cltcc.edu). The Strategic Outreach Coordinator will review the request with the Information Technology Department and the Chancellor and contact you to discuss.

<b>Date of Request:</b>	
<b>CLTCC Department:</b>	Alexandria Main Campus _____  Cottonport Site ___ Ferriday Site ___ Jena Site ___ Leesville Site ___ Oakdale Site _____ Winnfield Site _____
<b>Name (Individual Making the Request):</b>	<b>Job Title:</b>
<b>Email:</b>	<b>Phone:</b>
<b>Social Media Site Being Requested:</b>	
<b>Explain in detail how the Social Media Site you are proposing will benefit CLTCC?</b>	