Conestoga Valley School District
Social Media Account Request Form

Date: 10/06/2024

Account Manager's Name(s): Tara Meyer, Neidin Gerber, Lena Cordero

Email(s): tara_meyer, nedin_gerber, lena_cordero@conestogavalley.org

Building(s): JE Fritz Elementary

Social Media Account Being Requested:

☐ Facebook Page/Group

☑ Instagram

☐ Other (specify):

Anticipated Profile Name/Handle: @fritz_elementary

Account's Target Audience: Fritz community

What type of content will you be sharing on this account?

event updates, uplifting building posts with kid interviews, spirit days, all things Fritz

Who will be monitoring the account? *Note the guidelines that mandate two CV staff members must have login access to each account.*

Tara Meyer, Nedin Gerber, Lena Cordero

Requested Launch Date: ASAP

Social Media Agreement Consent Form

As manager of an official Conestoga Valley social media account, I acknowledge I will abide by all requirements listed below:

- Follow the CV Social Media Guidelines.
- Set up account using a CV email address.
- Send the profile name and email address used for its creation to the Public Relations Director.
- Keep the account up-to-date with regular postings.
- Use only approved CV logos.

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Please remember that all content posted is public, domain, therefore, the following apply:

- News media can use any comments or content posted.
- Content must adhere to CV privacy, FERPA, copyright, trademark, HIPAA, Right to Know, and other legal guidelines.
- Report any content that falls under mandated reporting.
- Keep profiles as closed (no comment) forums (see policy for details).

Remain cordial online by following these standards:

- Respond to inquiries via social networks in a timely manner.
- Remain courteous when disagreeing with someone's opinion.
- Use proper grammar and spelling.
- Refer all media-related requests to the Public Relations Coordinator immediately.
- Include a link to the district social media disclaimer on all pages.

I will not post the following:

- Any content that will harm the reputation of CVSD, its employees or students.
- Personal comments on CV legal matters or posts on controversial subjects.
- False or speculative information or offensive remarks.

By signing below, I acknowledge that failure to abide by the terms above could result in account(s) link removal and disciplinary action.

Tara Meyer, Neiden Gerber, Lena Coredero — 10/05/2026

Printed Name — Date

Tara Meyer Neiden Gerber

Signature

Lena M Cordero — 10/05/2026

Building Administrator/Supervisor Approval Signature — Date

Board President Approval Signature — Date

SEND TO PUBLIC RELATIONS COORDINATOR ONCE SIGNED BY BUILDING ADMINISTRATOR/SUPERVISOR.

Communication Office Use Only

_____ Approved by Board _____ Denied by Board Date: _____

By: _____

Notes: _____