

## Orange County 4-H Social Media Requirements and Information Form

Orange County 4-H is trying to grow our social media through all of our amazing clubs, volunteers and youth! Do you have something you would like to share through our social media outlets? Currently we have a Facebook & twitter!

There are a couple of guide lines we would like you to follow,

Please make sure all of your content is family friendly and follows the Florida 4-H Code of Conduct!

Make sure that any pictures you send us do not include names of participants but we encourage that you use pictures in your requests! Also, make sure that participants have signed the photo release (part of the Florida 4-H Code of Conduct/ Participation Form)

We will only advertise for 4-H sanctioned events. (This includes your clubs events!)

Please keep your blurbs to about 100 words. Tweets need to be fewer than 140 characters.

All tagged URLs must also be Family friendly site and meet 4-H Code of Conduct.

Some Notes about twitter....

If you are linking a URL please leave at least 15 characters or spaces for the URL and include the FULL URL in the form below.

What do we and our followers like to read?

We like personal stories about your 4-H experiences. We like to hear about upcoming events. Lastly we love to hear about what you are up to especially if our social media audiences can learn from it.

For example: If you have a fun science activity we can post instruction on Facebook and a picture of your club working on the activity!

It is also a good idea to link posts through URLs to more details site where the reader can find out more about what you are discussing.

Lastly Orange County 4-H has the right to edit, not post or change your post in anyway. Please keep in mind that this is a request. Also please, try to indicate all important information while at the same time leaving out the “fluff.” You will get more views if your post is short and sweet.

**FB or Twitter Status Request**

**Name of Club:** \_\_\_\_\_

**Name of Contact:** \_\_\_\_\_ **Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**What is the post about? Please indicate one answer.**

**Event          club update          educational          other:** \_\_\_\_\_

**Would you like us to tag a URL in the post? Please include the URL below:**

\_\_\_\_\_

Please **TYPE** your status or blurb below:

Please add any photos or graphics you, below:

**FB Event Request**

Name of person who will be FB Event admin (MUST have a FB!):

\_\_\_\_\_

E-Mail connected to Event admin's Facebook: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time event begins: \_\_\_\_\_ Time ends: \_\_\_\_\_

Event Website: \_\_\_\_\_

Event Description (Please keep this under two paragraphs):