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**Rotary Club of Salem**

**POLICY: Use of Club Social Media Sites**

Posts to social media sites are welcome from our club members as long as they are about official club activities or shared items from RI and/or District 5100. Also be clear that any social media comments you make are your own and not on behalf of the Rotary Club of Salem or entities doing business with the Rotary Club of Salem.

Our reputation is our most valuable asset. Be mindful of our Four-Way Test in posting to a social media site.

When posting photos of minors, only put their first name. Do not include last name, host family name, or other identifying information.

Tips for posting to a social media site:

* Speak/write in the first person voice not the third person voice when using social media (i.e., “I believe…” rather than “we believe….”)
* Use your name (rather than a pseudonym) and note your affiliation with The Rotary Club of Salem at all times when using social media
* Be respectful and accurate in your postings.
* If you use copyrighted materials, use citations and links.