



Operations Manual

Governed By: Marketing/Communications	Effective Date: 01/01/2013
Procedure: #9 - Media Consents	Updated Last: 04/29/2013
Purpose: To protect the CEO agency and staff from liabilities surrounding photo distribution	
Refer to Policy #:	

Summary:

The *Media Consent Form* can be downloaded from the intranet, in the *Communications* section of the Forms Library. A Media Consent Form should be signed by all customers, volunteers, interns, and staff if at all possible. Copies of these signed consents should be saved electronically, as you might be asked to email a copy to the Marketing and Communications Department for verification. The media consent form protects CEO and staff from liabilities associated with sharing photos, names, dialogue, and personal information with the media.

When taking photos of your program “in action”, whether it is photos of staff or customers, in your office or at an event, please be careful to avoid taking photos of anyone who does not have a media consent form on file. Photos of non-consenting individuals should not be saved to the G: drive, P: drive, or uploaded to social media sites like Facebook or Yammer. This will help to ensure that everyone is protected.

Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
Procedure: (procedure name)	Updated Last: (mm/dd/yyyy)
Purpose: (what is the purpose of this procedure?)	

Summary: