



# Photo Release Guidelines and Form

*This form outlines Girl Scouts of Northern Indiana-Michiana's guidelines for photo release and gives permission for use of images in both troop and council publications.*

Photos and videos captured by Girl Scouts of Northern Indiana-Michiana's volunteers (including but not limited to troop leaders and community volunteers) can be used to help promote Girl Scouts through communication mediums (including but not limited to): social media platforms, website, e-newsletters, and print publications, or communicate to families about what their girls are accomplishing in Girl Scouts. GSNI-M encourages volunteers to NOT include names when images are used without special permission from the subject of the photos. By signing this form, you are providing permission to your Girl Scout volunteer/s or staff to use photos they take of your girl for Girl Scout promotions and communications.

I, being the parent/guardian of \_\_\_\_\_, hereby consent that the photographs, video, and audio recordings for which my girl is the subject, taken at Girl Scout activities (including but not limited to: troop meetings, troop outings, community events, and council events), may be used by Girl Scouts of Northern Indiana and its' volunteers in relation to promoting or communicating about Girl Scout activities, including television, radio, print, and electronic uses. I hereby hold Girl Scouts of Northern Indiana-Michiana and its' volunteers free and harmless of any and all liability arising out of the materials subsequent publication and use of the resulting materials.

I **DO NOT** give permission for the person listed above and below to be photographed, interviewed, and/or videotaped by Girl Scouts of Northern Indiana-Michiana and its' volunteers.

Name of Girl Scout: \_\_\_\_\_ Age: \_\_\_\_\_ Troop #: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

*Please return fully completed. An updated copy of this form should be retained in the troop files each year.*

*(please refer to reverse side for Responsibilities for Volunteers)*

## Responsibilities for Volunteers:

As a Girl Scout volunteer, you are responsible for the release and publicity of the photos and video recordings you use and distribute. To ensure that you are following all photo release guidelines, please review the following Girl Scout Volunteer responsibilities:

- Girl safety needs to be a top priority. Never post photos without permission. A signed Girl Scout membership form includes permission for photos to be used for Girl Scout purposes, but we strongly suggest you collect Photo Release Forms for each person pictured on your website, social media platforms, e-newsletters, and print publications for your own records.
- Do not identify the Girl Scouts pictured in the any photos you post online or on print pieces without special permission form the subjects of the photos (images with Girl Scouts wearing name tags must be edited so that the names are not visible and girls cannot be identified). Last names should never be used.
- Never identify the girl's last name, school, address, phone number, or locations of any Girl Scout meetings or activities along with the photos.
- When posting images online, identify trip or event locations only AFTER they have occurred (never during).
- Parents/guardians could have opted out of photos on their membership form-that is why obtaining additional permission for photos you capture is important.
- If you forward any photos to GSNI-M for publication on their media sites, please include copies of the photo release forms. You only have to do this first time each year. You can forward the scanned documents to [marketing@gsnim.org](mailto:marketing@gsnim.org). GSNI-M may request copies of these release forms if they find your photos online before posting to a GSNI-M site. Forms must be in your possession if you are posting the Volunteer Scoop Facebook group but do not have to be forwarded to GSNI-M unless requested.