



Photo Release Guidelines and Form

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

Photos, videos, and audio recordings captured by Girl Scouts of Northern Indiana-Michiana's volunteers and staff may be used to help promote Girl Scouts. Communication mediums, including but not limited to social media platforms, GSNI-M website, and print publications, as well as communication to families about what their girls are accomplishing in Girl Scouts, are all sources where photos, video, and audio may be used. GSNI-M encourages volunteers NOT to include names when images are used without special permission from the subject of the photos. By completing and signing this form, you are providing or declining permission to your Girl Scout volunteers or staff to use photos they take of your girl for Girl Scout promotions and communications.

I, being the caregiver of _____, hereby **DO** give permission for the photographs, video, and audio recordings for which my girl is the subject, obtained at any Girl Scout activity, may be used by Girl Scouts of Northern Indiana and its' volunteers/ staff in relation to promoting or communicating about Girl Scout activities. I hereby hold Girl Scouts of Northern Indiana-Michiana and its' volunteers free and harmless of any liability arising out of the materials' subsequent publication and use of the resulting materials.

I, being the caregiver of _____, hereby **DO NOT** give permission for photographs, video, and audio recordings for use by Girl Scouts of Northern Indiana and its' volunteers.

Name of Girl Scout: _____ Troop #: _____ OR IRG

Caregiver Printed Name: _____

Caregiver Signature: _____ Date: _____

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, in your social media platforms, and any other publications used by your troop or provided to GSNI-M. Please update the form each year and keep a copy with the troop records.
- Do not identify the Girl Scouts pictured in any photos you post online or on print pieces without special permission from 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). Also, delete digital/location data **BEFORE** posting.
- Caregivers could have opted out of photos on their membership form. Obtaining additional permission for photo release becomes important since volunteers do not generally see membership forms.
- 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.