NC AWWA-WEA
POLICIES AND PROCEDURES
PHOTOGRAPH POLICY

Date: July 20, 2010
Approved By: Board of Trustees
Policy Title: Photograph Policy
Number:
Revisions:

PURPOSE

Pictorial documents, including photographs, slides and videotapes attract attention to content of published materials and these documents are an important aspect of the NC AWWA-WEA communication effort.

These pictorial documents are taken by staff members, authorized volunteers and contractors. Pictorial documents taken during NC AWWA-WEA events, programs and meetings shall become the property of NC AWWA-WEA, and may be used as teaching, learning and/or promotional tools, and may also be displayed in news media and/or the NC AWWA-WEA website.

NC AWWA-WEA shall procure a release from persons in photographs, prior to use of the photograph in any media.

PROCEDURE

1. A release shall be obtained from subjects in pictorial documents, prior to publication in any media. Where the subject is a minor, a release shall be obtained from the parent or guardian.
2. The release shall state that the subject in any pictorial document grants NC AWWA-WEA the irrevocable right to use the subject’s name and image in all forms and media, including composite or representational form for advertising, trade or any other lawful purposes, and that no compensation shall be paid to the subject.
3. All pictorial documents used in any media by NC AWWA-WEA shall:
   a) Acknowledge the photographer;
   b) Identify the subjects in the pictorial document;
   c) Represent the members and the Association in a positive and professional manner;
   d) Be reviewed and approved by NC AWWA-WEA staff.
RELEASE AND AUTHORIZATION FOR USE OF PHOTOGRAPHS

I hereby grant North Carolina Section American Water Works and North Carolina Water Environment Association (NC AWWA & NC WEA) the irrevocable right and permission, in connection with the photograph(s) that were taken of me or which I have provided, including the right to use and reuse, in any manner, said photograph(s), in whole or in part, modified or altered, either by themselves or in conjunction with other photographs, in any medium or form of distribution, and for any purposes whatsoever, including, without limitation, all promotional and advertising uses, and other trade purposes, as well as using my name in connection therewith, and understand that I will receive no compensation for any use of my name or image.

Please check one:

_____ I am over the age of eighteen years and I have read the foregoing and fully and completely understand the contents.

_____ I represent that the subject of the photographs is a minor and that I am the parent of the minor and that I have read the foregoing and fully and completely understand the contents.

____________________________________  ________________________________
Subject or Parent's Signature          Date

____________________________________  ________________________________
Print or type both Subject's and       Parent's Name
Phone: ________________________________
Address: ________________________________

____________________________________
NC AWWA & NC WEA Staff Signature     Title

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