Photograph Release Form Instructions

**Process for Collecting Photograph Release**

* Read the Photograph Release form to the participant.
* Ensure participant understands a photograph will be taken and may be used in publications, such as success stories or newsletters.
* Answer any questions participant may have, before asking them to sign the form.
* Collect their signature and data.

**Procedure for Storing Photographs**

* Printed a copy (from your local/office printer on regular copy paper) of the picture, attach the Photograph Release(s) for each individual within the photograph, and file, in a secure location, the printed photo and signed release(s) for later reference/use.
* Maintain the electronic or negatives of the photographs in a secure location (file cabinet or secure server, for later use).

About the Photograph Release form

Cornell University Council has determined the format and content of the document which must be used for photographs to be used in any publication generated through the FNEC program. While a wide variety of photographic consent forms are being utilized through CCE Associations, only those photographs which are collected using the FNEC approved form may be used with the Success Stories, Impact Statements, or Frontline Staff Newsletters. As such, to ensure consistency and the ability to use these valuable photographs which depict the type of education provided and the fun participants have, use of the standardized photograph consent form is expected. The form has been uploaded and linked to the FNEC website.