



## Community Service Program Guidelines

The Cleveland Photographic Society's Community Service Program (CSP) provides no-cost photography for non-profit organizations in the greater Cleveland area. **The photographers in the Community Service Program are volunteers and it is possible, though not likely, we may not have a photographer available for your event.**

1. The requesting organization will be asked to provide the following information via email:
  - 501(C)(3) number when you make your first request for our services
  - Name, location, date, start and end time of the event
  - Nature of event – people, objects, lighting, indoors or outdoors, group shots, candid photos, action photos, etc.
  - The number of photographers needed
  - Types of photographs to be taken
  - Date when photographs will be needed, normally within seven (7) days of the last day of event
  - Desired method for the photographer to get the photos to you. Most organizations prefer digital transmission to mailing a CD or flash drive.
  - Name cellphone number for the person the photographer(s) will be working with on the day of the event
  - **In the event of a public health occurrence the requesting organization will be asked to provide information regarding the health and safety protocols that will be followed during the event**
2. The CSP coordinator will forward the request to the list of volunteer photographers. When the CSP coordinator receives responses from interested photographer(s) the coordinator will match photographer(s) to the event and let the organization event coordinator know the request has been filled. If no photographers respond, the CSP coordinator will notify the event coordinator.
3. The CSP coordinator will provide the event coordinator with the name and email address for the photographer(s) that are assigned to the event. The organization event coordination is asked to confirm receipt of the information by responding all to the email so both the coordinator and volunteer photographer(s) are aware of receipt.
4. On completion of the project and receipt of the photographs, it is important for you to provide the photographer(s) and the CSP coordinator with feedback. Our photographers invest their time and money to provide you with quality photography at no cost to your organization. Feedback helps us to improve our Community Service Program. Showing appreciation is also important.
5. Photographers or CPS coordinator may ask permission to use photographs from your event in CPS competitions or for other purposes. It is up to the organization event coordinator to determine whether or not to allow the photographer to do so. Your decision does not impact our decision to provide services to your organization.
6. **It is the responsibility of the organization to ensure that appropriate photo releases are in place.**

If you have questions, please contact Deborah Willis, CSP Community Service Coordinator at [communityservice@clevelandphoto.org](mailto:communityservice@clevelandphoto.org).

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