



## CLEVELAND PHOTOGRAPHIC SOCIETY

Broadview Heights, OH 44147

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[www.clevelandphoto.org](http://www.clevelandphoto.org)

### Community Service Program Frequently Asked Questions

The Cleveland Photographic Society (CPS) has operated continuously since 1887, making it one of the oldest camera clubs in North America.

***What is the CPS Community Service Program?*** The Community Service Program was created in 2007 to provide no-cost photographic services to Greater Cleveland non-profit organizations to assist them by capturing and documenting the significant moments of their history through photographs.

***Is my organization eligible to receive free photography services?*** Our services are provided to non-profit organizations located and hosting events in the Greater Cleveland area. We are unable to provide photographers for governmental, political, and religious events. We also do not provide volunteers when a photographer has been hired for the event.

***Who are the volunteer photographers?*** Our volunteers are all members of CPS, many who have been part of the Community Service Program for years.

***How do I request a volunteer photographer?*** At least thirty days prior to your event you are asked to send an email request to [communityservice@clevelandphoto.org](mailto:communityservice@clevelandphoto.org) with the:

Name of your organization

Name of your event

Date of your event

Start and stop time of your event

Location of your event, including complete address

Types of photographs you wish to have taken

Anticipated number of attendees

Number of photographers requested

Providing this information allows us to match our volunteers with your needs.

***What happens after I submit my request?*** Upon receipt of your request, you will receive a confirmation email and will be provided with a copy of the *Community Service Program Guidelines* for organizations utilizing our services. You may also be requested to provide some additional information. Your request is then sent out to our volunteers. Once we have identified a volunteer(s), you will receive an email with the volunteers' name and contact information. **While we make every effort to match requests with volunteers, there is no guarantee that someone will be available to photograph your event.** It is the responsibility of the organization to ensure that appropriate photo releases are in place. You will be notified in advance if we are unable to secure a volunteer for your event. **You will generally receive your event photographs within seven (7) days of the conclusion of your event.**

***How can the photographs be used?*** Upon receipt, you may use the photos as your organization determines appropriate. Organizations have used the photographs for social media, newsletters, giving and marketing campaigns/brochures, and media releases.