

## **Model Release Procedures**

1. All **current members** of CCWC will be asked to sign and date the Model Release Agreement to allow the use of any picture of themselves, in any media, that we publish.
2. All **new members** will be asked by the Membership Chairman to sign and date the agreement upon becoming a new member.
3. Any member or other individual has the **option to decline** to sign the Model Release Agreement and may indicate their decision by writing "I decline" and the date next to the words "Model Release" at the top of the agreement. \*
4. All **CSP program speakers, field trip docents and/or guests** will be asked to sign and date the agreement if they are being included in any media.
5. The **photographers** should ask any individual or group if they are willing to have their picture taken prior to doing so. Furthermore, those who have agreed to the Model Release Procedures can always opt out\* of any picture.
6. \*It is the **responsibility of these members and/or others** to notify the photographer that they do not want their picture taken and/or to remove themselves from any pictures prior to their being taken.
7. The **Membership Chairman** will maintain a checklist of all members' responses. All Model Release Agreements will be kept on file by the Membership Chairman.
8. The Model Release Agreement and Procedures will be placed on the CCWC Website on the Membership Page under "Members' Forms."