



Appendix K: Photo Submissions

The Potomac Conservancy needs images of *Growing Native* volunteer events to help spread the word about “getting nuts for clean water.” Share your or your group’s experience with others across the region by sharing your pictures!

Please take photos of your group’s collection and **submit them either digitally or by mail** (we will scan hard copies and return them to you). Be sure to include a completed Photo Release form (see reverse) with all submitted images, including as much information about your collection site and volunteers as possible.

Image requirements are as follows:

Digital images:

- Resolution of **at least 300 dpi at a size of 4” x 6”** preferred.
- Email **one at a time** to coordinator@growingnative.org, typing “Growing Native Photo” in the subject line (please be sure to also attach a Photo Release form) OR
- Mail a CD of digital images (along with accompanying Photo Release forms) to the address at the bottom of this page.

Hard photos:

- Mail photos/slides (along with accompanying Photo Release forms) to the address at the bottom of this page.
- Images will be reviewed and scanned, and if requested, will be returned to you at the address included on your Photo Release form. For expediency, please enclose a self-addressed and stamped envelope in which they may be returned.

Email or mail this completed form and associated photographs to:

Attn: *Growing Native* Photos

Potomac Conservancy - 8601 Georgia Avenue, Suite 612 - Silver Spring, Maryland 20910

Phone 301.608.1188 - Fax 301.608.1144 - coordinator@growingnative.org - www.growingnative.org - www.potomac.org

Photo Release

For multiple photos, please photocopy this form or include an attachment with a description, caption, and photo credit for each image.

Description/name of photo: _____

Photo caption/location information (At a minimum, include group name, subject names, where photo was taken—park, church grounds, etc. and city/county—and when it was taken. If known, also include number of volunteers who participated in collection, and species and pounds of seeds you collected):

Photo credit, as it should appear in print: _____

This photo may be used for (please check all that apply):

- Printed materials: (i.e. *RiverScape* newsletter, outreach pieces, invitations, outreach display)
- Public presentations (PowerPoint; slide shows)
- Internal presentations (PowerPoint; slide shows)
- Website (*www.potomac.org* or *www.growingnative.org* or *www.potomacpartnership.net*)
- Externally submitted to affinity organizations for use in print or online newsletters
- Externally submitted to media for use in print
- Externally submitted to media for use online

Conditions of reuse (Please check one of the following):

- The Potomac Conservancy may reuse the listed photo(s) in the formats indicated above at any time, giving photo credit as indicated above.
- The Potomac Conservancy should seek verbal permission from (name) _____ at (phone) _____ before using the listed photo(s) for any of the above uses.
- The Potomac Conservancy is granted one-time use of the photo(s) listed. Any further use requires written permission from (name) _____ at (phone) _____.

Signed _____ **Date** _____

Name (print) _____

Organization _____

Phone _____ **E-mail** _____

Address to which photo(s) should be returned: _____

The Potomac Conservancy has permission to use this/these photograph(s), in accordance with the uses described above. The Potomac Conservancy's policy is to return all photos/slides after considering or digitally scanning them for use, unless the photographer does not require the originals back. The Potomac Conservancy is unable to pay royalties for the use of any photos.