

MISSION MOMENT **PHOTO AND STORY** **COLLECTION**



As you know, CTEP collects different quantitative information on how many community members we serve, what their life goals are, how many volunteers CTEP has helped mobilized, etc. While this information is very important to helping us determine whether we have met our mission, qualitative information is also crucial to helping CTEP convey our impact. **For this reason, we ask members to submit success stories and photos to CTEP twice a year at the half way point and for end of year reporting.**

For each time, please submit the following:

1) Please write a story about a participant at your site that you have served who has moved forward in achieving their goals. Please give as much detail as you can (such as what the person actually told you). The story should ideally involve someone learning a technology literacy skill and then taking that knowledge to move toward achieving a life goal. You may also have the community member write the story from their own perspective. This should not be story of you relating with a whole class, but instead an individual.

Along with the story, **include at least three photographs per member at your site that show:**

1) You **servicing with that individual from the story above** (both together in the photo). If that person is unable or unwilling to be in the picture, you could take a picture with another community member even if it is not related to the story above if you feel like it shows well the kind of service that you do. **The photograph should ideally show your face as well as the face of the individual** involved in the act of learning and teaching and should have some kind of technology being utilized in the picture. Up close pictures usually provide more powerful pictures than ones from very far away. **Wearing your CTEP shirt in the picture is also highly recommended.** If you do wear a CTEP shirt or sweatshirt, try to have the AmeriCorps "A" visible in the picture. You will probably need to ask another site staff person to take the picture, as you should be in all of the pictures.

2) **Other pictures of your site service, and at least one picture that is more a landscape picture of you serving in the context of your whole lab or classroom as it is being used by community members.**

If your site has more than one member, ideally we would receive a story and photos from each member. On the 2nd page you will see the Media Release form that each community member will need to sign to have their faces appear in the photos as well as be able to use their story and real name. They are consenting to us using their real name, story, and photo by signing the release, you may need to modify the form if they only consent to certain parts (like using their real story but not their real name). You may also submit a story even without the media release if the story is completely confidential and could not be traced back to the individual. Remember that youth under the age of 18 will need their parent's consent to sign the form. You may already have your community members signing media releases for your organization, but that would not necessarily allow us to use their story. You will need to submit the media releases to us when you submit the photographs and stories.

IMPORTANT NOTE: While the dates may be a number of weeks away, CTEP strongly recommends that you do not wait until the few weeks before those dates to start putting this together. Your site may have a lot of client transition, and a community member who you might expect to be there next week may unexpectedly leave. We recommend that site supervisor and member meet *as soon as possible* to identify community members who currently who have a strong story to share and pursue that story and photograph when you *know* that you will have access to that community member.

HOW TO SUBMIT: Members should submit their stories and photos in their **Mission Moment folder, located in their member google folder.** Members should submit 1) Word document with the story and a description of photos submitted, including the correct spelling of names of those in photos 2) Separate .jpg files of the photos, and 3) signed media release form for those in the photos.



Media Release

SPNN | 550 Vandalia Street Suite 170, Saint Paul MN 55114, www.spnn.org

This form allows Saint Paul Neighborhood Network, [Insert other affiliate organization] unrestricted permission to distribute my name, statements by me, sound recording, photographs, videos, and images or likeness of me. These may be distributed on the SPNN website and social media; in publicity materials such as flyers; film festivals and exhibitions; the SPNN channel and partner cable channels; among others. The purpose of this distribution is to help SPNN share the story of our work with the public.

I hereby release and discharge SPNN, its affiliated organizations and individual persons employed or contracted by them to produce these media materials, from any and all claims and demands ensuing from or in connection with the use of the media materials, including any and all claims for libel and invasion of privacy.

Name (Please Print)

Address

Email Address

Phone Number

Signature

Date

**

If under 18: Parent/Guardian's Name (Please Print)

If under 18: Parent/Guardian's Signature

Date



Opt-Out Media Release

SPNN | 550 Vandalia Street Suite 170, Saint Paul MN 55114, www.spnn.org

You have the option to participate in SPNN programming without signing the media release.

I may withhold permission to be photographed, videotaped, and/or audiotaped during SPNN-sponsored activities, learning experiences, and/or media events. I understand that if I opt-out I will not be included in pictures or media taken by staff, students or interns, or anyone outside SPNN, including commercial media makers and the media. If you do not want to be photographed, videotaped and/or audiotaped, check the box below and sign below.

- DO NOT** take photographs, videotape, or audiotape of me at SPNN related programming. SPNN may not distribute my name, statements by me, sound recordings, photographs, videos, and images or likeness of me.

Name (Please Print)

Address

Email Address

Phone Number

Signature

Date

**

If under 18: Parent/Guardian's Name (Please Print)

If under 18: Parent/Guardian's Signature



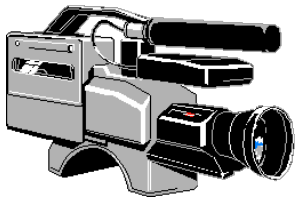

Date



Examples of SPNN Use

SPNN | 550 Vandalia Street Suite 170, Saint Paul MN 55114, www.spnn.org

SPNN Gathers:

Written stories and quotes	Photos	Video	Audio Recording
			

For use in:

Online	Flyers & Pamphlets	Videos and television channel	Other (“likeness of me”)
			
<p>Blog Posts http://spnn.org/blog</p>	<p>Annual Report</p>	<p>Videos</p>	<p>Doc U Poster http://spnn.org/DocU</p>

These are only some examples of how SPNN gathers and uses media to share the story of what we do.