



ALPHA DELTA KAPPA INTERNATIONAL PHOTO RELEASE FORM

Photo Policy

A signed release from all subjects in a photo (or guardian in the case of a minor) is required for any photo that is to be used for promotional or sales purposes in any Alpha Delta Kappa printed or electronic publication. A photo used in conjunction with a news article does not require a signed photo release. A signed photo release from a guardian, in the case of a minor, is required for any photo being used for any purpose in any Alpha Delta Kappa printed or electronic publication. The signed photo releases will be kept by International Headquarters for eight years. Photos will not be returned.

Please follow the steps below to submit your photo.

- In the case of original photos:
 - Affix a completed identification and permission form (located below), INCLUDING SIGNATURE, to the back of the photo.
 - The signatures of all subjects in the photo must be included. If there is not enough room on the sticker, please make a photocopy of the picture, affix the sticker to the back of the copy, and continue the signatures onto the paper.
 - If any subjects are minors, guardian signature(s) must be included.
 - If the sticker is too large for the photo, please make a photocopy of the picture and affix the sticker to the back of the copy.
- In the case of emailed digital photos:
 - Print a copy of the photo on regular paper.
 - Affix a completed identification and permission sticker (located below), INCLUDING SIGNATURE, to the back of the printed copy.
 - The signatures of all subjects in the photo must be included. If there is not enough room on the sticker, please continue the signatures onto the paper.
 - If any subjects are minors, guardian signature(s) must be included.
- Send your photo and photocopy, or printed copy, via regular mail to: Alpha Delta Kappa International Headquarters, 1615 W 92nd St, Kansas City, MO 64114.

RELEASE FOR ALPHA DELTA KAPPA'S USE OF PHOTOS

I have submitted the attached photo from my personal collection for publication by Alpha Delta Kappa.

PHOTO CANNOT BE ACCEPTED WITHOUT THE PERMISSION FORM

Please affix the form below to the back of your photo. Please Print Clearly.

Print Name(s): _____

My photograph complies with the requirements for submission outlined in the release form. Alpha Delta Kappa has my permission to publish the photo in printed and electronic publications.

Date: _____

Signature(s): _____