



Technology Committee TRO Website Event Picture Posting Procedures

Sorors,

Below are the guidelines established by the Alpha Kappa Alpha Sorority, Inc. web guideline procedures for target program event pictures and chapter event pictures to be displayed on our TRO chapter website public page.

➤ **All picture posting to the TRO public website must be approved by the Basileus**

1. The Basileus will be updated as to the corporate requirements regarding the posting of photographs and, in particular, the use of the Media Release Agreement for an Adult or Media Release Form for Minor.
2. Each Committee Chairman will be provided with the Technology Website Procedures and the Media Release Agreement for an Adult and Media Release Form for Minor.
3. As committees take pictures during their events, they are encouraged to also include the public, if so desired.
4. If **NON-SORORS** are included in your photographs and you would like the pictures posted in the public site of our website, it is the committee's responsibility to obtain a signed Media Release Agreement for an Adult or Media Release Form for Minor from each public person appearing in the picture. A copy of the forms can be emailed to you by a member of the Technology committee or obtained from the Members Only section on our website.
5. For any and all minors appearing in pictures, parents must complete the Media Release Form for Minor.
6. Each submitted picture must also have an attached caption or description of the event; one sentence is sufficient, such as the Target Name and the name of the event.
7. No later than one week after an event, a committee interested in publishing their public pictures should coordinate with the Ivy Leaf Reporter; per the web guidelines, the Ivy Leaf Reporter is to coordinate the process. Coordination will center upon the public pictures and Media Release Agreement for an Adult or Media Release Form for Minor.
8. Upon completion of Step 6, all pictures and supporting documents will be submitted by the committee chairman to the Basileus for approval.
9. When approved by the Basileus, the photographs and copies of the signed Media Release Agreement for an Adult or Media Release Form for Minor will be forwarded to the Technology Committee Chairman.
10. The Technology Committee will select which pictures to post based on volume of pictures
11. Posting will occur on the Theta Rho Omega public website and/or various chapter social mediums, as determined by the Technology Committee.
12. Pictures will remain posted for one month.