

Media Specialist Disclaimer



This Disclaimer is an addendum to the Media Specialist's Job Description and Program Agreement.

As Camp Men-O-Lan's Media Specialist for the year of 2021, I acknowledge that I understand and will follow the policies below:

1. Every photo, edited and unedited, that was taken on Camp Men-O-Lan grounds during camp sessions, special events, or guest service events, is Camp Men-O-Lan's property, and must be stored on Men-O-Lan's media computer in the Main Office. The Media Specialist may delete pictures and video footage that are duplicates or not of quality, but every photo and video that is usable for advertisement, marketing, or social media presence, must be stored on Camp's media computer.
2. The Media Specialist may use his or her own equipment for taking and editing photos and videos, but he or she must not hold on to these materials once their summer employment ends. This means that after they loaded all the photos, videos, movies, etc. onto Camp's media computer, they must delete everything from their personal devices. They may not keep camper or staff photos and video footage unless they are granted permission in writing by the Executive Director.
3. If a previous agreement is made, Camp Men-O-Lan may agree to allow the Media Specialist to use finished camp videos (i.e. promo video) for their professional portfolio. However, this agreement must be in writing, specifying the exact video(s) that the Media Specialist may use, and it must be signed by the Executive Director.
4. The Media Specialist is strictly forbidden to use photos or videos for personal purposes. He or she is not permitted to send any of Camp's photos or videos to friends, family, fellow camp staff, former camp staff, campers, or former campers, and is strictly forbidden to publish them on any social media platforms, including their personal, school, or work pages.
5. The violation of these rules may result in termination of employment and prosecution.

I have read, understood, and will abide by the rules above. I will uphold camper and staff confidentiality throughout my work and ministry at Camp Men-O-Lan including after I have left Camp.

Name (print)

Signature

Date