

kōkua hawai'i foundation



KŌKUA HAWAI'I FOUNDATION

## Media Release Procedure

### Aloha Principals and Teachers,

Your school is participating in one or more programs of the Kōkua Hawai'i Foundation, including:

- ĀINA In Schools
- 3R's School Recycling Program
- Plastic Free Hawai'i
- Kōkua Hawai'i Foundation Field Trip Grants
- Kōkua Hawai'i Foundation Mini-Grants

As part of the documentation and evaluation process for our programs, we will be collecting photos and video of these activities throughout the school year and request your assistance in tracking student Kōkua Hawai'i Foundation Media Releases. Attached is an at-a-glance form for each teacher to use to track their students' Media Release status.

#### Teachers, please:

- Send home and collect signed Media Release forms.
- Fill in student names on the Tracking Sheet according to their release status: Yes, No, or Unknown (did not turn in signed form). Once the majority of the Media Release forms are turned in, email a copy of the Tracking Sheet to [media@kokuahawaiiifoundation.org](mailto:media@kokuahawaiiifoundation.org). Continue to update the Tracking Sheet as new students join the class and as any late Media Release forms are turned in and email updated Tracking Sheets to [media@kokuahawaiiifoundation.org](mailto:media@kokuahawaiiifoundation.org).
- Tracking Sheets and signed Media Release forms will be collected at the end of your KHF-sponsored project, or at the end of the school year. Kōkua Hawai'i Foundation staff will contact you and/or a school representative with instructions on how these will be collected.

Please alert KHF staff or volunteers of any students who are not cleared to be photographed or did not return a Media Release, so we can avoid taking photos of them.

Mahalo,

Kōkua Hawai'i Foundation