

GETTING PHOTOS OF YOUR ACTIVITIES

We encourage students to get photos of their volunteering. This is a great way to help you communicate the nature of your project. It is also useful for us, as we're always looking for photos for our annual report and webpages.

VSU PHOTOGRAPHER

The Volunteering Service employs student photographers to take pictures of projects. If you'd like them to visit, please get in touch with the Volunteering Service at volunteering@ucl.ac.uk, giving details of times, dates and venues of your sessions.

Alternatively, you can obviously take photographs yourself and send them to us.

PHOTO PERMISSION

In order to use photos, we need permission from the people in the pictures.

You and your volunteers will have indicated whether you give permission when you filled out your registration forms.

If you work with other adults, please ask them to complete the permission form.

If you work with children or young people under the age of 16, you will need to get parental permission. Alternatively, the school or organisation you work with may have already got permission slips - it may be worth checking.

You'll find sample forms on the next few pages.

**Volunteering
Service**

Publication of Personal Information – Form for Clients (Adults) Staff and Students

UNIVERSITY COLLEGE LONDON

**Lewis's Building, 134-136 Gower Street, London
WC1E 6BP**

020 7679 2512

The Volunteering Service

**NAME OF
ACTIVITY/EVENT/PROJECT:**

DATE:



The Volunteering Service would like to publish your photograph and identify you on our webpages and in our Annual Report. We may also wish to use this on our social media platforms and in any future publicity material that we produce. In order to do this we need your written permission, so please fill in your details below. If at any time you decide that you would prefer us to withdraw your photograph from the Webpages, please inform us in writing and we will arrange to remove it within five working days or if you would prefer us not to use it in any publications please inform us in writing and we will note that it is not to be used in future.

Your Name	I wish for my picture to be used in VS publicity. Please tick (✓) under YES or NO		Signature

www.studentsunionucl.org/volunteering

volunteering@ucl.ac.uk

Your Name	I wish for my picture to be used in VS publicity. Please tick (✓) under YES or NO		Signature

Volunteering Service



Publication of Personal Information – Form for Clients (Children)

UNIVERSITY COLLEGE LONDON

**Lewis's Building, 134-136 Gower Street, London
WC1E 6BP**

020 7679 2512

The Volunteering Service

**NAME OF
ACTIVITY/EVENT/PROJECT:**

DATE:

The Volunteering Service would like to publish your child's photograph and identify them on our webpages and in our Annual Report. We may also wish to use this on our social media platforms and in any future publicity material that we produce. In order to do this, we need your written permission, so please fill in your child's details below. If at any time you decide that you would prefer us to withdraw your child's photograph from the Webpages, please inform us in writing and we will arrange to remove it within five working days or if you would prefer us not to use it in any publications please inform us in writing and we will note that it is not to be used in future.

Name of parent / guardian	I wish for my child's picture to be used in VSU publicity. Please tick (✓) under YES or NO		Child's name	Signature of parent / guardian

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Name of parent / guardian	I wish for my child's picture to be used in VSU publicity.	Child's name	Signature of parent / guardian
	Please tick (✓) under YES or NO		