

**WSU EXTENSION POLICY**  
***PERMISSION TO USE IMAGE, NAME AND MATERIALS IN PHOTOS,  
VIDEO, AUDIO OR OTHER DIGITAL MEDIA***

When photographs, video images, names, and materials of individuals are used in educational and/or marketing materials, WSU Extension professionals must receive approval from the person and their parent or legal guardian (when under 18 years of age or legally incapacitated) before these materials are published or publicly displayed on web sites, bulletin boards, or other venues. Form number WSUE-2010-1 (Image and Voice Recording Consent Form) shall be used to for this purpose.

It is highly recommended that formal approval (using form WSUE-2010-1) be obtained in advance of any filming or recording, but signatures can be obtained at any time before publication. Extension professionals may also choose to take a global approach by including form WSUE-2010-1 in formal program enrollment procedures or in registration materials for an event.

A completed form WSUE-2010-1 shall be kept on file in the county, department or center where the extension (faculty or staff) lead for the program is housed.