

Photo Guidelines for Students

Please share photographs of your service experience! This is voluntary, but much appreciated. We plan to use these pictures for marketing and donor relations purposes, including on our social media accounts, websites, and materials for external and internal stakeholders. *By providing these pictures you are giving the Haas Center staff permission to use them for the purposes stated above.*

Tips for taking a good photo

- Take a picture of yourself (or have someone take one of you) in your service location. If you are serving remotely, it can be in your hometown or wherever you are living during your service experience. Some ideas:
 - At work, interacting with your colleagues or the community you are serving.
 - In front of a local landmark or some other interesting or picturesque place.
- While taking the photo:
 - **Avoid getting too close to the subject.** This can make the photo difficult to crop and use for different purposes. Try to leave some space around your subject.
 - **Avoid filters.** You can always add filters in post-production, but when you use them while taking the photo, you're limiting how it can be used later on.
 - **Stage your photo.** Do you have good lighting (i.e. subjects are visible, equally illuminated, and not grainy)? Take a test photo. Outdoor photos in daytime are typically better than indoor photos, with the sun in front of the subject rather than behind. Is there anything distracting in the background, or anything in the photo that we can't use (i.e., alcohol or minors without their consent)?
 - **Counteract unsteady hands.** If your hands get shaky when taking a photo, you can counteract this by using the timer setting on your phone and stabilizing the phone with both hands.
 - **Adjust focus and exposure.** If your photos don't look quite right in automatic settings, adjusting these two settings can easily make your photos shine.
- If you're taking photos for a program event:
 - As possible, avoid showing food or people eating in the photo.
 - Candid interactions between people make for lively photos.
 - Try to get a mix of candid and posed photos.
- Things to remember:
 - Ask permission before taking photos of others, and let them know how it will be used (social media, newsletters, marketing materials, etc.)
 - Avoid photographing the faces of minors – picturing them from behind is fine.
 - Avoid photographing anyone in a sensitive situation without their permission (e.g. health setting).
 - Avoid taking photos with alcohol present.
 - If you want to share a photo of minors or someone in a sensitive situation, please obtain a signed [release form](#) and include it when you submit your photo.

Submitting your photo

- Make sure your photo is **high resolution**. The minimum image dimensions are at least 2000 px for height and width.
- Leave the photo **uncropped**.
- **Choose the right sharing method**. Your iPhone will automatically take high-res photos, but some of that quality can be lost depending on how you submit it. There are a few ways to make sure you are sending high quality photos:
 - Upload to a Google Drive folder and share the link with us.
 - For iPhone users, send an iCloud link. When viewing the image, select the share button  >> "Copy iCloud link." Paste the link into an email and send to us. Make sure you're connected to wifi or the image(s) may not upload.
 - If emailing the photo, make sure you are choosing to send the highest quality photo. Smaller photos will be compressed, losing quality.
- Preferred file types are **jpg and png** (avoid heic).
- Please include **where the photos were taken and names** of the people pictured, if possible.

Video Guidelines