



## Procedure for Photographing A Family for Every Child - Heart Gallery Child

1. Photographers fill out AFFEC paperwork and return to AFFEC (contact information on paperwork).
2. AFFEC receives name of child and photo request forms from state child welfare worker or recruiter.
3. AFFEC will match the child with the photographer and email Photographer and Social worker or child's contact person if different then worker with each other's contact information. Set up of the photo shoot will be up to the Child contact and the photographer. We request these be done within 2-3 weeks of receiving the match, whenever possible. These children have already been waiting too long.
  - In Oregon/Washington AFFEC will set up photo shoot arrangements and schedule with the photographer, caseworker, foster parents, etc. AFFEC will send an itinerary confirmation email the day before the photo shoot to all parties.
4. Photographer will contact/email AFFEC after the photo shoot to confirm the session occurred and relay any comments regarding the session.
5. Photographer will upload images via FTP (instructions attached) within one week of the photo shoot.
6. AFFEC will be responsible for creating the child bio's, adding photos to the Recruitment / Heart Gallery rotation, and recognizing each photographer.
7. AFFEC will let the photographer know when the child has been placed with a Forever Family.

## Tips for Heart Gallery Photographers

- 1. You are never to be alone with any of the young people you photograph. This is to protect you and them. Please make sure that a worker, foster parent or adult caretaker is within earshot and eyesight of you and the child at all times!**
2. You should not communicate with the youth prior to or after the photography session without the ok of their case worker. You will coordinate your involvement with this youth through an authorized adult.
3. Please remember that you cannot transport the youth and/or his/her representatives.
4. Each child you photograph was brought into custody of the State at no fault of their own, because they suffered abuse and neglect at the hands of adults they should have been able to trust. Be respectful of each child and worthy of their trust, make them feel special.

5. Do not ask the child why they came into foster care or any other personal details of their lives. However, feel free to ask them about their interests, their hobbies, their favorite sports star, etc.
6. If you feel the need to pose a child, always ask permission before you touch them.
7. These kids will blossom under a heavy dose of praise – let them know when they are doing well – offer encouragement – make the time together fun!



## Photographer Formatting Guidelines

**It is important to us that all children are displayed equally in our exhibit. Therefore we have a few requests:**

1. A Family for Every Child - Heart Gallery will have all the rights to the images
2. Finished images must be delivered in the following format: One web size image (72 dpi), one print size (full resolution, high compression .jpg) that allow for resizing to fit both 12x18 or 20x30 crops.
3. We also request a series of “as is” images showing the child’s personality to be used in a web-based slideshow that AFFEC will be responsible for creating.
4. At least one vertical and one horizontal image is requested. For Family Groups, especially three or more, horizontal only format is OK.
5. We would like a few black and white shots that we can use for publicity
6. All images should be uploaded to AFFEC’s FTP site with one week of the photo shoot (instructions attached).

### **Recommendations:**

1. It is best to have an assistant if you are photographing a sibling group of more than two children
2. Please try to get some full body action shots, this is not required so always make sure the child is comfortable
3. It is always best if siblings are touching
4. The pictures should look warm and friendly.
5. Please make sure that the child is completely in the shot.
6. **When looking at a photo most people are drawn in by the look in the child’s eyes.**



## FTP INSTRUCTIONS FOR PHOTOGRAPHERS

Upload Instructions for WINDOWS EXPLORER and FILEZILLA

### WINDOWS EXPLORER USERS ONLY

#### FTP photo upload instructions

**Step 1: a) Create a folder for child/children with name and Bulletin number (if available) or date photos were taken. Ex. Allison WA132 or Allison 5/09/11.**

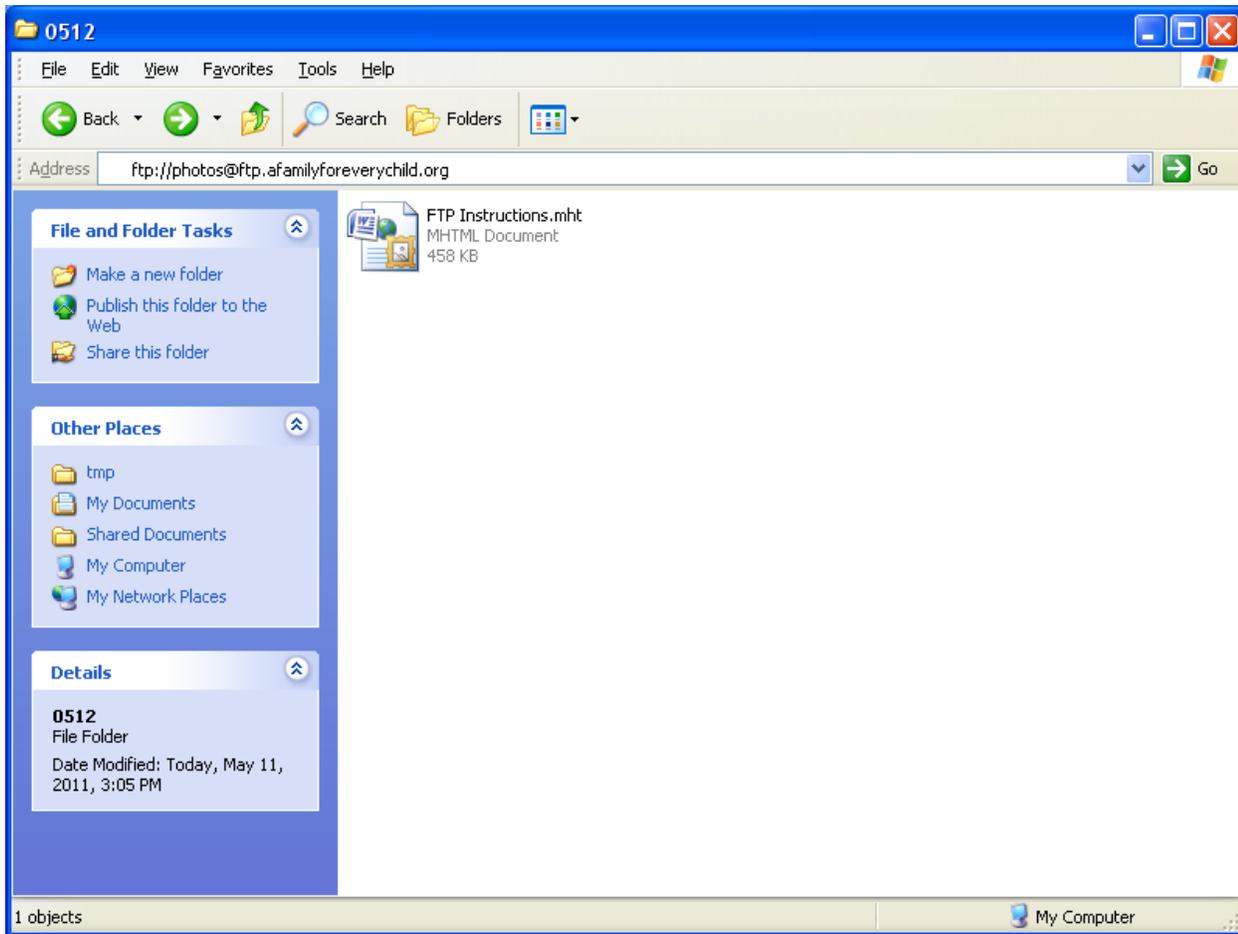
b) Change individual photo file names to Child's name and #. Ex. Allison 1.

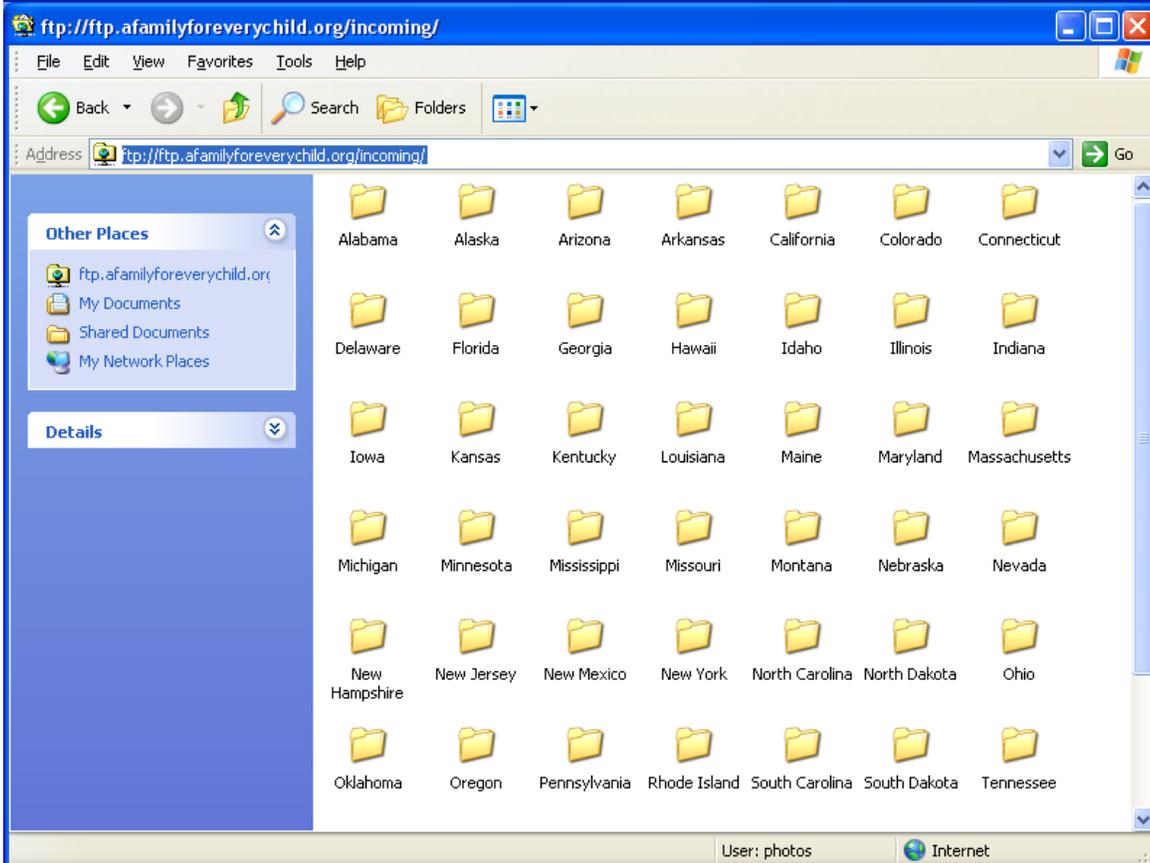
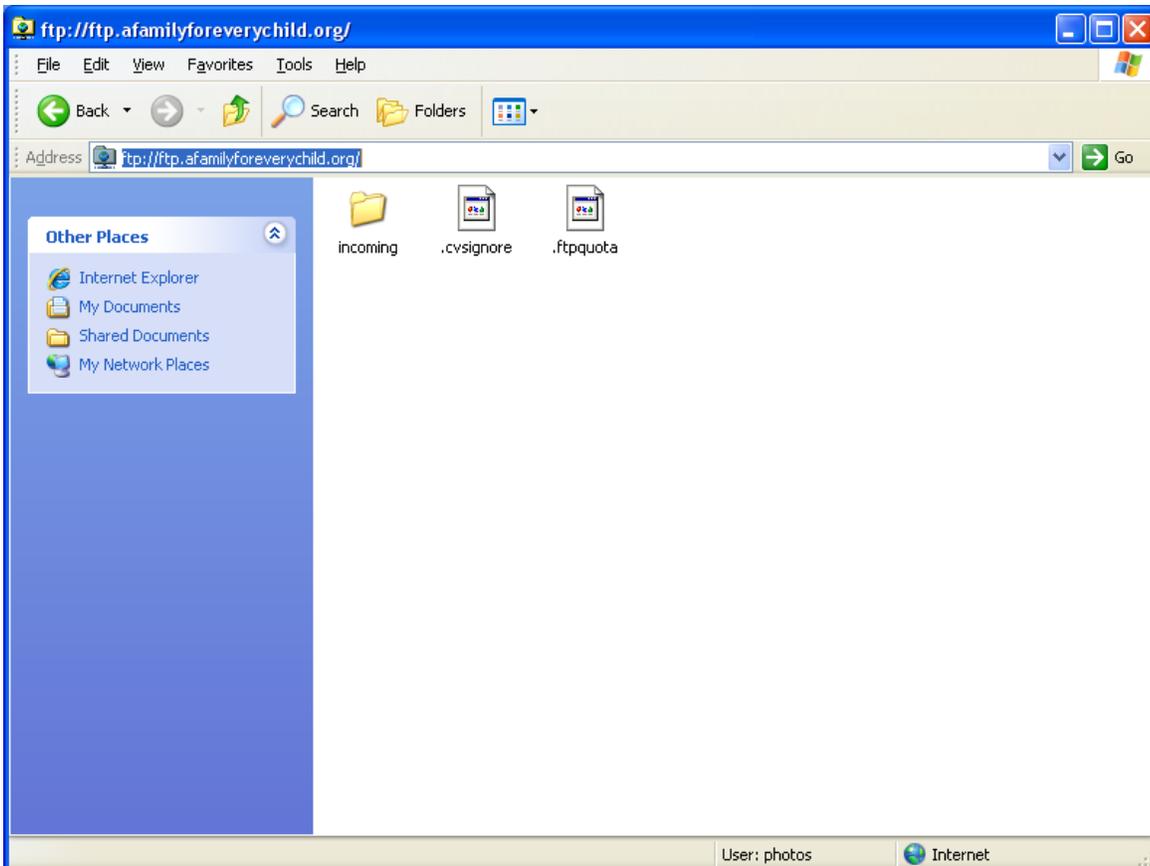
To easily change a whole folder, click on first photo, hold down shift key, click last photo (and all will be selected), right click> click rename>, Enter child/children first names> click off and all photos will automatically be renamed and numbered. Remember, child/ children first names only!!!

Step 2: On your computer, go to:

**Start → All Programs → Accessories → Windows Explorer .**

1. Open <ftp://photos@familyforeverychild.org> from Windows Explorer
2. Type in the username: photos
3. Type in the password (call office for password) .
4. Click on " incoming folder".
5. Click on your state.
6. Drag and Drop the child/children's photo folder into the state folder (labeled with the child's name and bulletin # or date, if bulletin # not available)
7. Close the window.
8. Send a notification email to Linzy ([Linzy@familyforeverychild.org](mailto:Linzy@familyforeverychild.org)) so we know they have been transferred.







## AFFEC FTP Site Upload Instructions: For Filezilla

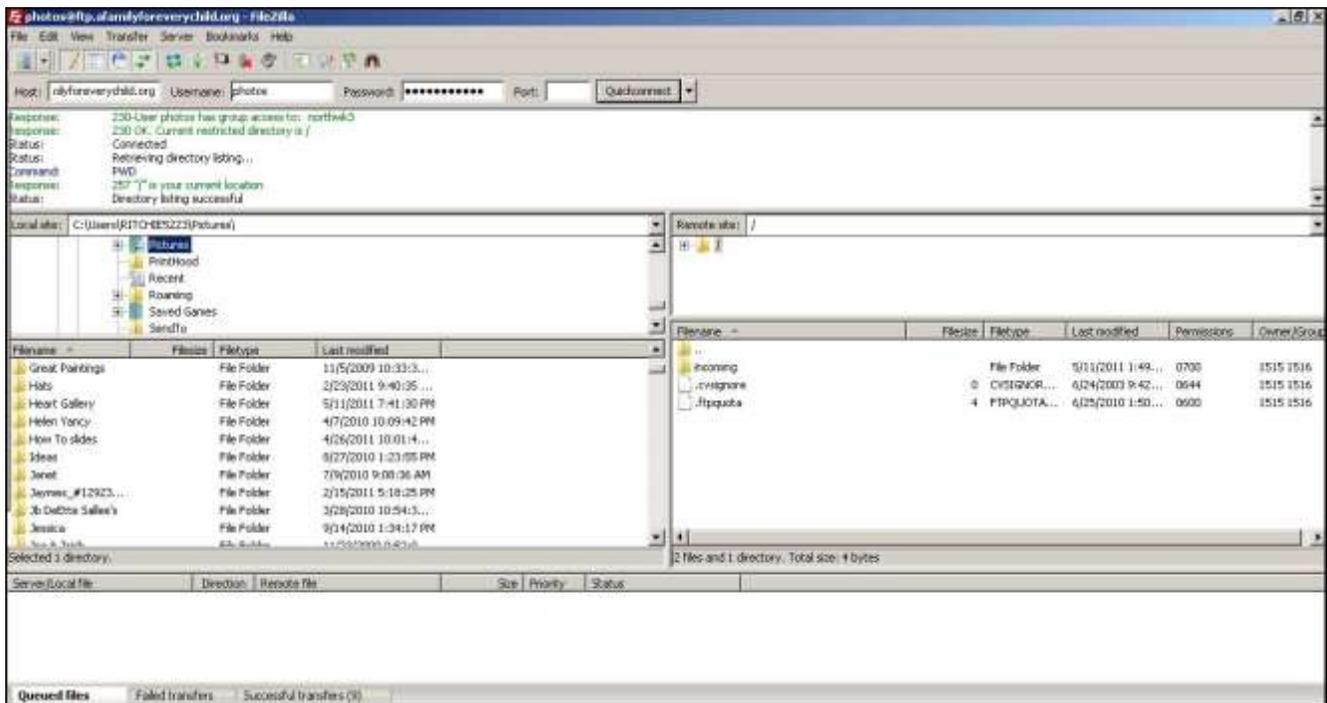
Step 1: a) Create a folder for child/children with name and Bulletin number (if available) or date photos were taken. Ex. Allison WA132 or Allison 5/09/11.

b) Change individual photo file names to name and #. Ex. Allison 1. To easily change a whole folder, click on first photo, hold down shift key, click last photo (and all will be selected), right click> click rename>, Enter child/children first names> click off and all photos will automatically be renamed and numbered. Remember, child/ children first names only!!!

Step 2. Go to <http://filezilla-project.org/> and download the appropriate FileZilla Client for your computer. There are other FTP download options available. Filezilla, however is free. Some others include Cute FTP, Fetch, Transmit, etc.

Step 3: Once downloaded and open on your computer, Fill in the Host: [ftp.afamilyforeverychild.org](http://ftp.afamilyforeverychild.org), Username: photos and Password: (call office for password)– then click “Connect”

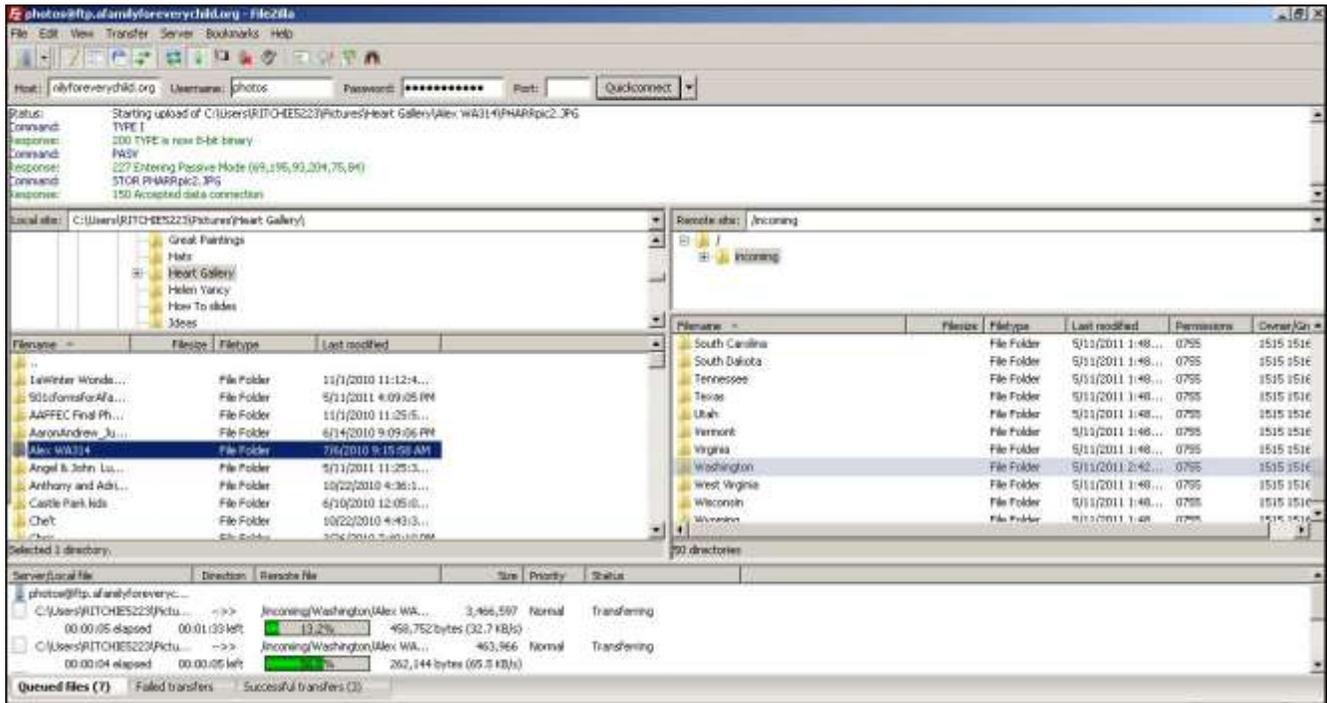
Step 4: Once connected, all your computer files will be located on the left and AFFEC’s will be located on the right.



Step 5. Click on Incoming on the right side and find the file you wish to transfer to us on the left side.

Step 6: Drag and drop the Child/Children’s FILE (not loose photos!!!) that you would like to transfer from the left side of the screen over to the right side into the appropriate State. (If files not showing,

click on the file under REMOTE site and they will open.) This drag and drop process automatically uploads the photos to the FTP site. (You will see the progress on the bottom.)



Step 7: Send a notification email to Linzy ([Linzy@afamilyforeverychild.org](mailto:Linzy@afamilyforeverychild.org)) so we know they have been transferred.

Let me know if you encounter any problems during the process.

Thank you for all that you do!!!

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