

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
SFP--4009

SUBJECT: Scholarship Recipients Release of Information and Photo Policy

REFERENCE: None.

ORIGINATION: May 1, 2013

EFFECTIVE: May 1, 2013

REVIEWED:

SECTION 1. PURPOSE

- 1.1. Provide specific guidelines to take, use, publish, display broadcast or print – in any media - photographs, slides, digital images, films, and audio or video recordings made in conjunction with the award of scholarships to students attending Southern West Virginia Community and Technical College.

SECTION 2. DEFINITIONS

- 2.1. FERPA – The Family Educational Rights and Privacy Act, a federal law that protects the privacy of student education records.

SECTION 3. POLICY STATEMENT

- 3.1 Southern West Virginia Community College Foundation provides scholarships and financial support to students attending Southern West Virginia Community and Technical College. We want to recognize these students for their accomplishments. The Family Educational Rights and Privacy Act (FERPA) requires student consent to disclose personal and educational information to any educational organizations. The Foundation must have written permission from the eligible student in order to release any information concerning the scholarship award.

SECTION 4. BACKGROUND OR EXCLUSIONS

- 4.1. None.

SECTION 5. GENERAL PROVISIONS

- 5.1. None.

SECTION 6. RESPONSIBILITIES AND PROCEDURES

- 6.1. Students will complete the Scholarship Recipient Information and Photo Release Form upon being awarded a scholarship by the Southern West Virginia Community College Foundation, Inc. The Vice President for Development will prepare and maintain a permanent folder with the completed forms in the Development Office.

SECTION 7. CANCELLATION

7.1. None.

SECTION 8. REVIEW STATEMENT

8.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Foundation Executive Committee that the policy be amended or repealed.

SECTION 9. SIGNATURE

9.1

President **Date**

Attachments: SFP-4009.A, Scholarship Recipient Information and Photo Release Form

Distribution: Members, Southern West Virginia Community College Foundation, Inc.
President, Southern West Virginia Community and Technical College
Development Office, Southern West Virginia Community and Technical College
www.southernwv.edu

Revision Notes: New policy