SUSQUEHANNA VALLEY CSD

Guidelines for Submitting Photos

Thank you for sharing your photos & information!

Your collaboration is ideal, especially as this position cannot attend every school or classroom project or event. In addition, you have unique understanding of the event or activity you are sharing about.

Here are some examples to highlight on the district's social media:

- **Unique classroom activities.**
- **Student achievements.**
- **Grade-wide projects (Biography Days, Science Fun, etc.)**
- **Building traditions (Spirit Days, Career Presentations, etc.)**

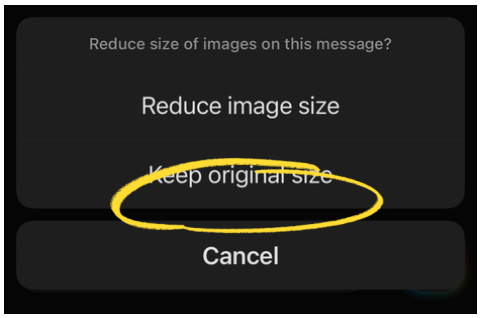
Media Opt Outs

Please make sure that all students featured in photos are not on the media "Opt-Out" List and can be posted online and on social media. Your building secretary should be able to identify students who cannot be publicized.

How to Send Photos

Text: Send/Text photos to **607-201-8011.** Include a description of the event/activity (who, when, location, etc.) in the text message or follow up with an email.

Email: When sending photos through email, please select **Keep original size.** (Selecting "Reduce image size" will make images blurry and unusable.)



Google Drive: When sending large quantities of photos, Google Drive may be your best option. When doing so, grant me permission or they will be inaccessible. From the drive, click the **three dots** > **share** > **copy link** > **manage access** > under general access, make sure to select **anyone with the link**.

Remember to always include a short description so I know the context of the photos!

How to Take Photos

Photo File Format: Ensure your camera is set to create .jpg files, not HEIC files. HEIC files cannot be posted to social media and will not be accepted.

Zoom In or Get Close: Faces are the most engaging, so show off those smiles! Center your subject when possible and avoid super wide shots. (Although variety is good!) Group photos are always great.

Contact me rfelice@btboces.org | 607-201-8011