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Updated September 2019
Local Press Reps
Welcome to the PR Team!

As a Local Press Rep (LPR) for Girl Scouts Nation’s Capital, you are a great extension of our Public Relations team. One of our goals is to increase community. You are the most important connection between the Council and the community because you are in-tune with what happens at the Girl Scout troop level.

Your role in public relations is crucial—with your help and close local media contacts, we can achieve the visibility that Girl Scouts deserve. This guide will serve as a resource to understanding practical how-to’s and helpful tips for working with the media.

Another important resource is the Public Relations Department. If you have questions or need help dealing with a reporter, don’t hesitate to contact us. Welcome to the LPR team.

Victoria Upton, Public Relations Specialist, 202-274-3307, vupton@gscnc.org
- Social Media
- Sudden Service
- Press material
- Media Inquiries

Danielle Phelps, Marketing Specialist, 202-274-2166. dphelps@gscnc.org
- Publications
- Design and marketing collateral materials
- Video
- Photo permission, Copyright/Graphic & Logo Guidelines

Alexa Brown, Web and New Media Specialist, 202-534-3787, abrown@gscnc.org
- Web design and content
- Email marketing
- Video
- Photo permission, Copyright/Graphic & Logo Guidelines

Nancy Wood, Director of Public Relations, 202-274-3304, nwood@gscnc.org
- Media Inquiries, all daily newspapers, television/cable and radio outlets in the Greater Washington Region
- Photo permission, Copyright/Graphic & Logo Guidelines
- Council-wide campaigns (i.e. Cookie program)

Updated September 2019
Girl Scouts Nation’s Capital
Publications & Social Media:

The Council welcomes submissions from our local press reps for our publications. Our social media is open to our members to post stories. Send photos and stories for publications to Victoria Upton, yupton@gscnc.org. Post directly or tag us using our social media handles below.

Social Media:
Facebook: www.facebook.com/gscnc
Twitter: www.twitter.com/gscnc
YouTube: www.youtube.com/gscnc
Blog: www.gscnc.wordpress.com
Pinterest: www.pinterest.com/gscnc
Instagram: www.instagram.com/gscnc

Publications:
Annual Report (mailed to all members and on web)
Award Yearbook (to awardees and troops)
Insider Magazine (biannually to leaders and service unit managers)
Camp Brochure (online)

Updated September 2019
POSITION DESCRIPTION OF THE LOCAL PRESS REPRESENTATIVE

PRIMARY RESPONSIBILITIES: Help increase the visibility of Girl Scouts using local media and social media outlets. Local media includes media that serves a designated geographic area or community (Laurel Leader) are normally distributed weekly or monthly and hyper local online services like the Patch, NoVa Moms, Nextdoor.

Enhance Girl Scout visibility in your community by pitching local news stories about Girl Scouts in your community. Create relationships with local media outlets to support major Council efforts.

SPECIFIC DUTIES:

- Write and distribute press releases for submission to local-community newspapers and provide assistance to PR Department in discovering Girl Scout stories for daily newspapers, television and radio stations.

- Develop and maintain a list of local media outlets (such as free weekly newspapers, county publications, online platforms, access channels, etc.) and share with Service Units and Troop Leaders.

- Pitch local Girl Scout stories and events to local reporters.

- Take photographs of event(s) and submit to local media, post on Facebook.com/GSCNC and share with the Council for posting on web. Send photos and story blurbs for inclusion in Council publications.

- Use Council social media to tell your local Girl Scout story. Post on facebook.com/gscnc or tag @gscnc.

- Help distribute council-wide media releases, such as Cookie Program, join Girl Scouts, Camping, highest awards, and more. Find a local hook to tell the story in your local media.

- Keep PR department informed of local media coverage.

MINIMUM QUALIFICATIONS:
Be connected to your service unit, available through email, and able to take photographs at local events.

Updated September 2019
Pitching a Girl Scout Story

As Girl Scouts, what we consider to be newsworthy may not always be of interest to others. It is important to determine which Girl Scout projects and events will have appeal to folks outside Girl Scouting—this is where the LPR job is fun and challenging.

Types of Pitches:
- Media Advisory: the who-what-when-where for inviting media to an event
- Press Releases: Gives full information about an event or story and can be used to attract media prior to or after an event
- Post-pitch: a discussion about event that has recently taken place that deserves to be reported, usually with photos from an event and press release
- Public service announcement (PSA): is a non-commercial advertisement broadcast on radio, television or cable station free of charge.

What do most media outlets look for in a story?
- What’s new
  - Who will care about this?
  - Why should they care?

- Pitching a Feature Story
  - Identify the “story”: the person, (local newspapers care about local people-include city and schools) event or idea that will grab the attention of readers.
  - Answer the questions:
    - who will be at the event
    - what is interesting about the story,
    - when and where it happened
    - and why this event is relevant to the community.
  - Compete for attention
    - Develop concise, easy to read material
    - Don’t be afraid to tell them why this story is worth reporting
    - Add a face to the story—prepare a Girl Scout or leader for media interviews
  - Use social media to tell your story

- Crisis Communications
  - We respectively ask, when dealing with a crisis situation involving Girl Scouts, refer media and reporters to the Council PR Department (202-274-3304). If unavailable contact the Assistant to the CEO (202-274-3303)

Updated September 2019
Building Relationships

Become familiar with Girl Scouts in your community

- Discuss news opportunities at your service unit meeting
- Decide who will pitch story to local media (leader, parent, etc.)
- Establish an easy system to help troop leaders send information on events or Girl Scout accomplishments.

Establish Relationships with media in your community*

- **The LPRs** work with their community media—this includes weekly & Monthly community newspapers that serve a specific geographic area within our council, local cable access channels, online hyper local web outlets like Patch.com, NoVAMoms.

- **Girl Scouts Nation’s Capital PR Department:** maintains the relationship with region-wide media: television and radio stations, daily and monthly magazines such as: The Washington Post, the Washington Times, Examiner, Washingtonian, and Washington Business Journal, WJLA, WUSA, NewsChannel 8, WRC, WTTG, WTOP or WAMU. Volunteers may not contact these outlets directly, but should work with the Council’s PR department. If you are contacted by a daily, region-wide media outlet, (see above) please notify the Council’s PR department.

- Girl Scouts of the USA maintains relationships with national media. Any calls from National media (NY Times, Wall Street Journal, network news (CNN), should be forwarded to the PR department to coordinate with GSUSA.

- The LPRs identify the media outlets in their area. Determine who would be the best contacts for your types of stories by reading your local newspapers and community magazines/newsletters.

- Email is the preferred form of initial contact. Follow this up with a call to a reporter to pitch an idea, always ask if they have a moment to talk and if they have received your email (news release or media advisory). If reporters are on a deadline and feel pressured to talk to you about your story immediately, it can create tension in your relationship.

- Many reporters use Twitter to receive story ideas. Follow your local reporters and directly tweet them with Girl Scout news.

- Learn the date when your community/weekly newspaper is distributed. The day before is generally not a good day to contact the newspapers. Many local newspapers go to press on Wednesday and are distributed on Thursday. Therefore share your stories in advance.

- Introduce yourself as someone who would like to establish a relationship with the writer for future stories; ask for an email address where you can reach them directly (versus: info@newspaper.com)

- Try to include pictures with every story and ensure that the girls’ names and cities are attached.

- **The guidance for volunteers:** Volunteers are encouraged to send local Girl Scout stories to their community newspapers and should work, when available, with their Local Press Reps or Service Unit Managers.

*Updated September 2019
DO...
- Discuss with media only those activities within your area of expertise, knowledge and responsibility. Refer all other inquiries to the Council PR Department.
- Communicate only when you have something to say.

DON'T...
- Say anything you don’t want printed
- Comment on HR/personnel issues
- Ignore media calls or deadlines.
- Feel pressured by reporters to respond.
- If you feel that you cannot handle a media inquiry, refer them to Council PR staff.

Election Guidelines and media

When acting as a Girl Scout representative a Girl Scout council staff, volunteer or young Girl Scout, you may not engage in the following:
- Endorse a candidate for public office, this includes liking, sharing or tweeting candidate materials or messages on Girl Scout social media.
- Attend candidate campaign event in Girl Scout uniform, or taking picture in Girl Scout uniform with candidate.
- Distribute campaign materials, share website links that discuss a specific candidate including on Girl Scout social media.
- Host a flag ceremony to open a political campaign event

Questions? Please contact your area membership specialist or PR department.
Photos: Capturing Girl Scouting

Make sure you have permission to include any girl’s photo in your media release. A photo release form is included in this manual.

One of the most important things to keep in mind when taking or choosing photographs is the close-up. Many good photos are often not used because the subjects are too far away.

**Action Shots:**
These are usually more interesting than portraits or posed pictures. Instead of a troop portrait, consider taking a photo of a few troop members participating in an activity.

**On the level:**
Take a photo from the level of a subject. If you are taking a photo of a child who is sitting on the floor, crouch down to her level.

**Identify:**
Be sure to identify each person in the picture, starting from left to right. Type their full names and title and attach it to the photo. You may request, for personal safety, that girls’ full names not be published.

However, many newspapers maintain a policy to include full names. Make sure your parents are aware that their girl's full name may appear in the newspaper. Parents may opt out of allowing their girls to participate in photos.

Also identify and name the photographer.

**Professional Photographer:**
If you think you have a photo opportunity worthy of a professional photographer, you can call the newspaper to see if they will send a photographer.

Submit photos electronically (Jpeg) (PNG) along with your press release or event description.

Girl Scouts Nation’s Capital PR Department uses photos of girls in our publications and website. If you have photos of girls in action remember to also send them to PR for our publications and web. Make sure that you have permission release forms for all the subjects in the photo. Please send them to vupton@gscnc.org.

Updated September 2019
Sample Press Release

FOR IMMEDIATE RELEASE

[Insert Date]
Contact: Your Name, Phone Number, email

Girl Scout [insert name] Earns the Gold Award
The Highest Award in Girl Scouting

[Your city, state] – Girl Scouts Nation’s Capital is proud to announce the Girl Scout Gold Award Class of 20XX. The Gold Award is the highest honor earned by a select group of Girl Scouts who have demonstrated superior leadership, organization and a higher commitment to community service. Gold Award projects covered a range of issues from anti-bullying campaigns and protecting the environment to tutoring and promoting healthy behaviors.

On May 12, 20XX, at the In Your Honor ceremony at Trinity Washington University, the Girl Scout Council will present XXX Girl Scouts from the District of Columbia, Maryland, Virginia and West Virginia with the Gold Award.

[Name, from City, State] will receive the Gold Award for her project [project title and brief description].

“We are proud of the powerful legacy these Gold Award Girl Scouts are leaving in their community,” said Lidia Soto-Harmon, Chief Executive Officer Girl Scouts Nation’s Capital. “I am confident that these girls will be powerful agents for progress and change.”

The Gold Award is highly regarded by colleges and universities, the U.S. Armed Services and employers.

About Girl Scouts Nation’s Capital
Girl Scouts provides girls in grades K-12 with opportunities to learn new skills, make friends, and discover the power of girls together. Girl Scouts Nation’s Capital serves members in the Greater Washington Region, with 88,591 members. Together, with the support of our dedicated adult volunteers and parents Girl Scouting helps build girls of courage, confidence and character, who make the world a better place. To join, volunteer or donate, visit www.gscnc.org.

Updated September 2019
SAMPLE MEDIA ADVISORY

FOR IMMEDIATE RELEASE
Date:
Contact: Name, phone, email

*** Media Advisory ***
Girl Scout Leadership Conference for Latinas
A convening of Latina youth June 29-30 at George Mason University

Who: Girl Scouts Nation’s Capital

What: Girl Scout council is hosting a leadership conference, Encuentro de Chicas Latinas de las Girl Scouts, for Latina youth. The event is free of charge and open to all girls regardless of their affiliation with Girl Scouts.

“Our goal is to inspire all girls to recognize their abilities and become leaders in their schools and communities,” said Girl Scouts Nation’s Capital CEO Lidia Soto-Harmon. “We purposefully selected a college setting in order to instill in these girls a desire for academic success.”

Guest speakers include: xxxxxxx

When: June 29-30, 20XX
9:00 am – 3:00 pm

Where: On the campus of George Mason University, XXX Hall

Lidia Soto-Harmon, Chief Executive Officer Girl Scouts Nation’s Capital is available for interview 10:00 - 11:00 am. For a complete schedule of presenters contact:

nwood@gscnc.org.

# # #

About Girl Scouts Nation’s Capital
Girl Scouts provides girls in grades K-12 with opportunities to learn new skills, make friends, and discover the power of girls together. Girl Scouts Nation’s Capital serves members in the Greater Washington Region, with 88,265. Together, with the support of our dedicated adult volunteers and parents, the generosity of corporations, foundations and our popular Girl Scout Cookie program, Girl Scouting helps build girls of courage, confidence and character, who make the world a better place. To join, volunteer or donate, visit www.gscnc.org.

Updated September 2019
Social Media and Key Points for LPRs

Social Media
Our Council has a webpage, a blog, a Facebook page, a Twitter feed, Instagram and YouTube channel. These formats are a great way for media to see what we are doing; and a great way to tell our story to a broad audience. We do follow reporters and you should too!

Please like the Council's Facebook: www.facebook.com/gscnc
Follow us on Twitter: www.twitter.com/gscnc
Like our videos on YouTube: www.youtube.com/gscnc
Tag us on Instagram: @gscnc
And follow our Blog: www.gscnc.wordpress.com

You may post Girl Scout pictures and stories on our Facebook page! Please have parent permission.

When tweeting about Girl Scouts please tag @gscnc. Also—we often use hashtags for big events or program, i.e. #Cookies, #Camp. Using hashtags helps us build a larger audience for our messages.

Look for Connections
Build relationships with community groups and businesses who may want to use local Girl Scouts in Sudden Service events like flag ceremonies or to help at major events.

Keep a Record
Maintain a record of all your PR contacts by documenting your submissions to local newspapers and stations. When stories are picked up, make note of the angle the writer used so that you can pitch similar stories.

Support
The PR department is here to support you. If you get a media request that you cannot handle, please send it our way to vipton@gscnc.org.

Council Boiler Plate:

This provides general information about the organization. It should be included at the end of your news release. This is changed annually (every November) by the Council.

About Girl Scouts Nation’s Capital
We are the largest Girl Scout council in the nation serving 87,254 members in the Greater Washington Region. We provide girls in grades K-12 with opportunities to learn new skills, explore STEM, discover the outdoors, become entrepreneurs, while making new friends and having fun! We believe in the power of every G.I.R.L. (Go-getter, Innovator, Risk-taker, Leader)™ to change the world. Girl Scouts offers every girl a chance to grow and lead.


Updated September 2019
Editorial Style Guide

Commonly Used Girl Scout Terms

- Girl Scout
  - Should be capitalized in written material, even though it appears in lower case as part of the logo
  - Always keep Girl and Scout on the same line in written material
  - The words “Scout,” “Scouts,” and “Scouting” must never appear without the modifier “Girl.”
  - Girl Scouts is a singular proper noun when referring to the organization. Girl Scouts (the organization) should never be preceded by the definite article “the”
    - Example: “We are Girl Scouts”; not “We are the Girl Scouts”
    - “Girl Scouts is the premiere organization for girls…”
  - Girl Scouting describes the practice—inclusive of all activities
    - “Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.”

- Girl Scouts Nation’s Capital
  - Can also be referred to as:
    - Girl Scout Council
    - Council
    - Avoid GSCNC

- Girl Scouts of the USA
  - NOT Girl Scouts of America
  - NOT Girl Scouts of the U.S.A. (with periods)

- Girl Scout troop
  - When used alone, troop should be lower case

- Girl Scout Cookie Program
  - All should be capitalized

- Girl Scout levels
  - Girl Scout always precedes level
    - Girl Scout Daisy, Girl Scout Brownie, Girl Scout Junior, etc.
  - Always capitalize the Girl Scout level; Daisy, Brownie, Junior, Cadette, etc.

- Council
  - Upper case when referring to our Council’s name.
    - This is required by our Council’s bylaw.
  - Always spell out Girl Scouts Nation’s Capital on the first reference.
    - For external audiences, never use GSCNC (preference: Council)

Updated September 2019
- External audiences include: public, media
  - When referring to 112 councils of GSUSA, use lowercase council. Example: A Girl Scout council in Florida...
- Council terminology
  - When referring to our Council’s total coverage area, always use Greater Washington Region
    - NEVER just D.C. area
    - NEVER Washington, D.C. metropolitan region
    - This is inclusive of the “Shenandoah area”
  - When referring to a county in our Council’s coverage area, always spell out the name of the county
    - Example: Prince George’s County, not PG County.
  - Also include the state with county.
    - Example: Frederick, MD, Frederick, VA
  - When referring to Washington, D.C., you may use District of Columbia, the District, but never D.C.
- Girl Scout teens (inclusive of Cadettes, Seniors, Ambassadors)
  - the “t” should be lowercase
- Camp
  - Only capitalized when used with Girl Scout or the name of a camp
    - Camp Potomac Woods
  - Never publish camp addresses
- Race and ethnicity
  - African-American, Asian-American, Caucasian, Hispanic, Latina, etc are capitalized
  - When using the word black or white use lowercase
  - The preferred description for girls of Spanish ancestry is Latina

Headlines and Titles

- Trademarked names
  - Always capitalized in a title or headline. Example: Girl Scout Daisy, Girl Scout Brownie
- Council titles
  - Capitalize
    - Specific department and group titles
      - Example:
        - Program, Membership, Adult Volunteer Development, Information Services
      - Do not, however, capitalize the word “department” when it immediately follows a title.
        - Example:
          - Adult Volunteer Development department
    - Formal Title preceding a person’s name
      - Example:
        - Service Unit Manager Becky Smith

Updated September 2019
- Adult Educator Mary Smith
- Girl Scout Leader Deborah Smith
- President of the Board Diane Tipton
- Board Member Barbara Jones

- Do not capitalize
  - Titles that do not directly precede a person’s name
    - Example:
      - Nancy Wood, director of public relations.
      - Deborah Dailey, adult educator
      - Barbara Jones, board member
  - Generic references to a title
    - Example: chief executive officer of Girl Scouts Nation’s Capital...
    - The president of the Council spoke to Girl Scouts...
    - The board meets tonight.

- Girl Scout Program, Events, Badge, Patch
  - Capitalize and Italicize
    - Names of Council programs and events
      - Example: *Your Turn to Lead, DC Step Showcase, Encuentro de Chicas de las Girl Scouts*
      - Example: *It’s Your World—Change It!*, *Girl’s Guide to Girl Scouting*
    - Capitalize Girl Scouts of the USA Programs
      - Example: Girl Scout Leadership Experience
    - Do not capitalize badge, patch
      - Example: Cookie Business badge, Sun Safety patch,

Hyper-linking
- Be Direct
  - Avoid constructions like “click here” when directing readers to an outside resource
  - Insert hyperlinks precisely where indicated by the text itself.
    - Example: Registration for the [Annual Meeting](#) is open.
- Be Choosy
  - Link wisely as hyperlinks can be distracting to users
- Check Links
  - Always review your document to check for broken links

Other
- Technology terms
  - Capitalize
    - Facebook
    - YouTube (one word; V and T are capitalized)

Updated September 2019
Inclusion Language

Use language that reflects a person’s abilities. Use a phrase like “a girl who is blind” or “a person with cerebral palsy” rather than define a person in terms of her or his disability (e.g. “blind girl,” “disabled person,” “deaf person”). Avoid the terms “suffers from” and “physically challenged.” Emphasize abilities and not limitations (e.g., “person who uses a wheelchair” in place of “wheelchair-bound”; “girl who walks with crutches” for “on crutches”).

<table>
<thead>
<tr>
<th>Avoid the terms</th>
<th>Use instead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autistic, epileptic, handicapped, disabled</td>
<td>Developmentally disabled</td>
</tr>
<tr>
<td>Birth defect</td>
<td>Congenital disability</td>
</tr>
<tr>
<td>Blind, deaf, afflicted with blindness</td>
<td>Girl who is blind or deaf</td>
</tr>
<tr>
<td>Crippled</td>
<td>Girl who walks with crutches, who uses crutches</td>
</tr>
<tr>
<td>Disabled girl</td>
<td>Girl with a disability</td>
</tr>
<tr>
<td>Dwarf, midget</td>
<td>Of short stature</td>
</tr>
<tr>
<td>Health, differently abled</td>
<td>Girl without a disability</td>
</tr>
<tr>
<td>Mental illness</td>
<td>Psychiatric or emotional disability</td>
</tr>
<tr>
<td>Mentally retarded, retarded</td>
<td>Person with a cognitive disability</td>
</tr>
<tr>
<td>Victim of...</td>
<td>Girl with...</td>
</tr>
<tr>
<td>Wheelchair-bound</td>
<td>Girl who uses a wheelchair, wheelchair user</td>
</tr>
</tbody>
</table>

Index of Common Girl Scout Words and Phrases from GSUSA

award (no cap; exception are the highest awards)  
ex: Journey award

Updated September 2019
ex: Girl Scout Bronze Award
ex: Girl Scout Gold Award
ex: Silver Trefoil Award

badge (no cap)
    ex: a Girl Scout National Proficiency badge
    ex: Cookie Business badge
    ex: Financial Literacy badge
    ex: Girl Scout badges

Girl Scout alumna (singular, former female member)
Girl Scout alumnae (plural, former female members)
Girl Scout alumni (plural, former male members or mixed male and female members)
Girl Scout alumnus (singular, former male member)
Girl Scout Ambassadors
Girl Scout Bronze Award (second reference, “Bronze Award”) Same for all awards
Girl Scout Brownies
Girl Scout Cadettes
Girl Scout Cookie Program
Girl Scout Daisies
Girl Scout Gold Award (second reference, “Gold Award”)
Gold Award Girl Scout (not recipient, not “winner”)
Girl Scout grade levels (never “age levels”)
Girl Scout handshake
Girl Scout Journey
Girl Scout Juniors
Girl Scout Law (on second reference, “the Law”)
Girl Scout Leadership Experience (GSLE)
Girl Scout mission
Girl Scout motto
Girl Scout movement
Girl Scout national headquarters
Girl Scout pathways (camp, events, series, travel, troop, and virtual)

Reference
    AP Style Guide
    GSUSA Style Guide
Council Logo

The council grants permission to registered designated Girl Scout volunteers only, usage of the council lock-up logo on printed materials distributed for the purposes of membership recruitment, service unit and association business, and girl and adult recognition and training. As a Local Press Rep you may use the council logo when communicating with the media.

Permission is not granted for the use of the logo/lock-up on merchandise. Please contact our Retail Operations Manager, Shari Harvey, sharvey@gscnc.org with questions about using the logo on merchandise.
PHOTO RELEASE FOR MINORS
Girl Scouts Nation's Capital

DATE(S): ____________________________

PHOTOGRAPHER/PRODUCER NAME: ____________________________

ASSIGNMENT: ____________________________

COUNCIL: Girl Scouts Nation's Capital

LOCATION: ____________________________

ACTIVITY: ____________________________

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I hereby grant to the Girl Scout of the Nation's Capital (GSCNC), and others working for GSCNC or on its behalf, and each of its respective licensees, successors and assigns (each a “Releasee”), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same) (collectively, "Media"), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by GSCNC, for any purpose (except defamatory) including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the Media.

2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusory effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this Release will create any obligation on GSCNC to make any use of the Media or the rights granted in this Release. I hereby release and hold harmless Releases from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this Release and any use of the Media by GSCNC.

NAME OF MINOR (please print) _______________________________________________________

ADDRESS: _____________________________________________________________

CITY ____________________________________________________________

STATE __________________ ZIP ___________ Email: ________________________________

DAYTIME PHONE NUMBER: (___)_____________ ADDITIONAL PHONE (optional) (___)__________

Release for Minors (those under the age of eighteen): I, the undersigned, being a parent or guardian of the minor, hereby consent to the foregoing conditions and warrant that I have the authority to give such consent.

NAME OF PARENT/LEGAL GUARDIAN (please print)
____________________________________

SIGNATURE OF PARENT/LEGAL GUARDIAN (REQUIRED) _____________________________

DATE: ____________________________

PARENT/LEGAL GUARDIAN EMAIL
ADDRESS*: ___________________________@

(*will not be used for any other purposes or distributed to third parties)

PLEASE RETURN COMPLETED AND SIGNED RELEASE TO PR DEPARTMENT OF GSCNC or SERVICE UNIT.

Updated September 2019