



## **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.