



# Minnesota Heart Gallery

## Photographer Process

1. Photographer coordinator will contact the volunteer photographer to match him or her with a youth, preferably in the volunteer photographer's area.
2. The photographer coordinator will have the volunteer photographer sign the volunteer photographer participation agreement.
3. The photographer coordinator will distribute a copy of the completed youth/worker participation agreement to the volunteer photographer. This form will have contact information for the youth's social worker and basic information about the youth, including their first name and ideas about the photography shoot.
4. The volunteer photographer will coordinate shoot with the youth's social worker, making sure the following requirements are met for the photography shoot:
  - The volunteer photographer will not spend time alone with the youth.
  - The volunteer photographer will not transport the youth and/or his/her representatives.
  - The volunteer photographer will not communicate directly with the youth prior to or after the photography shoot, and will only coordinate my involvement with this youth through and with an authorized adult (social worker, foster parent, etc.).
5. At the photography shoot, if the volunteer photographer has the capability of sharing the photographs with the youth immediately, he or she will do so, allowing the youth (with assistance from his/her social worker) to have the final choice. If the volunteer photographer does not have the capability to display photographs at the time of the shoot, then the photographer will email his/her top five image choices to the social worker. The social worker will allow the youth to pick a photo, and within 10 days will email the choice to the photographer coordinator.