



# Photo Submission Guidelines Staff/Volunteers

Things to think about when taking photos:

- ◆ Diversity of girls in the photo
- ◆ Different age level of girls if possible
- ◆ Girls in uniform when possible
- ◆ Photos Focusing on girls and their activities
- ◆ Keep an eye on the background of the photo

Steps to submitting photos:

- ◆ Photos need to be good to high quality.
- ◆ Photos need to be in the JPEG format.
- ◆ Large photo files need to be sent through [www.yousendit.com](http://www.yousendit.com). Surf on over and make a free account. This will prevent everyone's email from freezing and getting bogged down.

Information that needs to be included if known:

- ◆ Girls first name
- ◆ Troop number
- ◆ Troop level
- ◆ Service Unit
- ◆ Event or Activity along with date

Email photos to [communications@girlscoutsdiamonds.org](mailto:communications@girlscoutsdiamonds.org) or drop off or mail a CD to:  
Girl Scouts - Diamonds of Arkansas, Oklahoma and Texas  
Attn: Communications - Photos  
615 West 29th Street  
North Little Rock, AR 72114