Duke Forest Volunteer Photography Corps Overview

Thank you for wanting to share your love of Duke Forest through your hobby of photography. Great photographs will help us share the mission of our beautiful teaching and research forest. Many people simply drive down Highway 751 or Whitfield Road never knowing what a resource like ours offers the university and greater community. With your help, we can show our researchers and staff in action, reveal the abundant wildlife hiding among the trees, and follow the colors through each season. By being a volunteer photographer for Duke Forest, you are sharing your pictures with us, so that we may use them to support our mission and continue to demonstrate the incredible value of Duke Forest.

How it works

Once you are a member of our Volunteer Photography Program (VPC) program, you will be sent a Welcome Email. You will be added to our program mailing list, which will come through an address forestphoto@duke.edu. We will email you approximately monthly about goings on related to the program and also send out periodic calls for specialized photography needs for official Duke Forest events, a particular blooming flower, or accompanying staff on a tour. You can choose to volunteer by communicating directly with Duke Forest staff via email or phone. You are also welcome to take photographs in the Forest at your leisure.

Program Site

This is a simple webpage where shared documents and archived emails live (no longer in Google Drive).

From the main VPC information page (https://dukeforest.duke.edu/volunteer/photography/) click “Login” at the top right.

Site address: https://dukeforest.duke.edu/volunteer/photography/login/

The Password will be sent to you in your Welcome Email.

Uploading your pictures

We will create a Google Drive folder for each member of VPC which is only shared between Duke Forest staff and each volunteer. This folder is where you upload your final culled and edited. In order to use Google Drive, you must have a Google Account. Instructions for setting
up a Google Account will be sent in the Welcome Email. Duke Forest staff will then remove the images from this folder periodically and index them in our file system. Please retain a copy of your images for your records and own use.

You will find a folder in your folder with quarterly dates on them (e.g. “Oct – Dec 2018”). Here’s where you upload all of your photos taken or shared during that time that you want to appear in the gallery. These folders will be imported and cleared quarterly and new dated folders will be created. There is no need to create more folders within the folder to organize. Duke Forest staff will import and organize them into our file systems manually, and it is easier without additional folders.

You will also find a folder in your folder called “Non Gallery”. This is a folder whose contents we will not post to the Gallery at dukeforest.edu/gallery. Some pictures (say, of volunteer events) might not be your ideal photos to be featured in a gallery. If you do not wish to be featured in the Gallery at all, please let us know.

Typically the photographer who sent in pictures the most recently will appear at the top of the Gallery. Photos will be removed from gallery when space limits are met with Flickr (host of the photos) at 1000 photos.

Please email us when you make an upload at blake.tedder@duke.edu.

Sharing your images

By being a part of the Duke Forest Photography Corps, you give Duke Forest and Duke University permission to use any photographs that you send to us, in any way we see fit in the promotion of the mission of Duke Forest. These uses may include marketing, social media, printed materials, etc. We will strive to give credit whenever we use your images, but sometimes that is not possible (e.g. when part of marketing materials).

Photography preferences

Points of special interest

1. Wildlife (especially close up) and interesting flora
2. Landscapes and nature scenes
3. Historical sites (near the trails) in Duke Forest
4. Research activities in the Forest especially researchers in action
5. Teaching activities in the Forest, especially Duke professors, invited guests, and Duke Forest staff interacting with groups
6. People engaging in sanctioned and safe recreational activities
7. Special events

Photography submissions
We strongly prefer **edited and gleaned photographs** of clear subjects. Please send us no more than 15 at a time of your **best** photographs. Please help us by being a thorough editor of your beautiful photographs. We always appreciate context, so we encourage you to name your image files in a certain way that conveys their contents or share information about a particular photo shoot.

Please submit files in a high resolution **.jpg** format (not RAW or TIFF). Reduce the file sizes to between 1000 – 2000 pixels on each dimension. For your most stunning photographs that we may eventually print, we may request the highest quality available to you.

**Rules and concerns**

- All rules and restrictions within Duke Forest still apply to you. For example, unless expressly advised by Duke Forest staff, in no circumstances should you venture off the designated trails.
- You are not an official of Duke Forest or Duke University, and you may not represent yourself as such.
- When Duke Forest staff is not present, you must gain verbal consent of any recognizable individual you photograph with their understanding that the photographs could be used in social media and marketing materials.

**Benefits of Volunteering**

- Use your passion of photography to benefit the community by supporting Duke Forest
- Meet other nature photographers
- Learn more deeply about the over 7,000 acres of the Duke Forest
- Photos inclusion in our website gallery of photographers
- Invitation to annual volunteer events

**Program Contact**

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