

Duke Forest Volunteer Photography Corps Overview

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 the 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. Please read this VPC Program Overview Document thoroughly.



How it works

1. Once you are a member of our Volunteer Photography Program (VPC) program, you will be sent a Welcome Email.
2. *After completing a waiver*, you are welcome to take photographs in the Forest at your leisure and send them to us.
3. You will be added to our program mailing list, which will come through an address forestphoto@duke.edu.
4. We will email you occasionally 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.
5. You can choose to volunteer for posted opportunities by communicating directly with Duke Forest staff via email or phone.
6. **NEW September 2020**: Because of the high demand for participation in this program, we have more photographers and photographs than we can handle. The program supports a maximum of 20 photographers. We have established a waitlist, and all participants will be assessed quarterly regarding their frequency of participation. If volunteers have not submitted photographs for the previous two quarters, they will be notified and asked to step down from the program to make room for folks on the waitlist. Photographers can join the waitlist again in the future.

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

Blake Tedder
Communications and Engagement coordinator
Office of the Duke Forest
Direct: 919-613-9631
blake.tedder@duke.edu

Uploading your pictures

You will have a Google Drive folder which is only shared between Duke Forest staff and you. This folder is where you upload your final culled and edited photos. In order to use Google Drive, you must have a Google Account. See the End of this document for setting up a Google account and finding your folder.

IMPORTANT: Please email us whenever you make an upload at blake.tedder@duke.edu.

Folders within your folder:

1. **Quarterly dated title folder** (e.g. "Oct – Dec 2021"): Here's where you upload all of your photos taken or shared during that time that you want to appear in the gallery.
2. **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.

Maintenance of images

Your photos will be imported and deleted from Google Drive quarterly without notice 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 by *Date Taken* in our file systems manually. It is easier without additional folders. Please retain a copy of your images for your own records and use.

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. If you do not wish to be featured in the Gallery at all, please let us know.

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. (Special request) Research activities in the Forest especially researchers in action
5. (Special request) 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 request) Special events

Photography submissions

NEW In the two years of the VPC program, we have received over 2000 photographs—far more than we can ever use. What a wonderful problem to have! Moving forward, please submit *no more* than 10-12 at a time of your best photographs. Your upload should be gleaned/culled and edited photographs of clear subjects.

What do you mean by gleaned/culled?

Help us by being a thorough curator of your beautiful photographs. We do not need every angle of a subject—please just send us the best shot of that subject. Try to think through a media productions lens and ask “Could this photograph be featured in a newsletter/fundraising appeal/social media?” and “Does this communicate something special about the Duke Forest?”.

Do I really need to edit my photographs?

While it may not be necessary in most cases, if it could help communicate what you see in the photo, please edit and post-process your photos.

Do not feel you need to name your photos. They will be renamed in our files system. 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.

Please keep EXIF data in the photographs. This helps us tremendously in organizing the photos by date and size.

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.

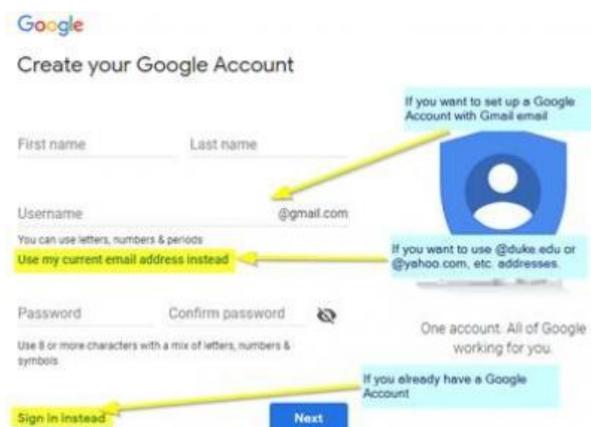
Sharing your images

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).

Google Accounts

Setting up your Google Account

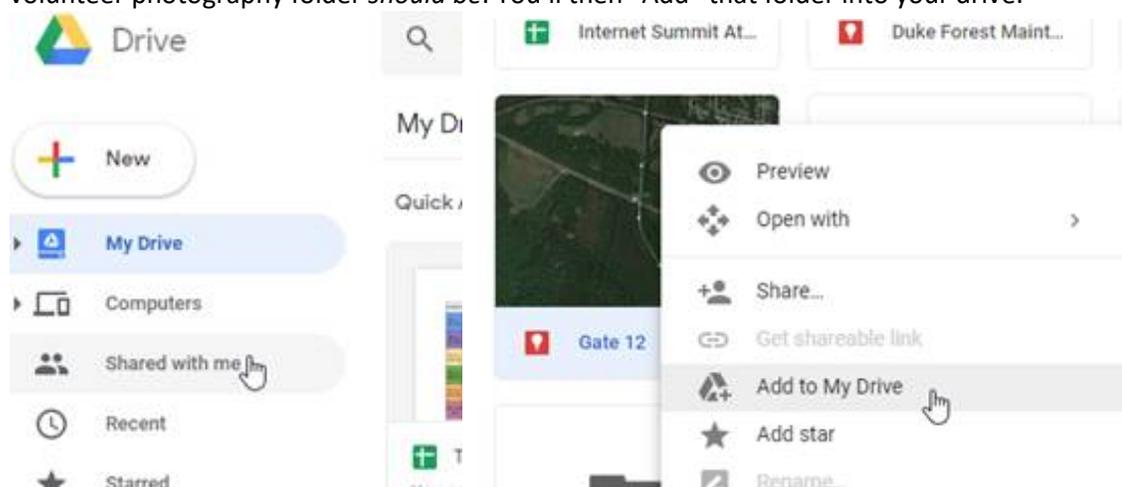
You will need to [set up a "Google Account"](#) to have access to Google Drive, which we'll be using to upload pics. If you already have a Google account, you will just need to sign into Drive [drive.google.com]. If you do not have a Google Account, you have two options: (1) use the email address you already use to create a Google Account or (2) sign up for a Google Account and create a new Gmail address. Either way works.



Finding your folder

You should already have a Google Account as part of the application process. If you didn't get the invitation to your upload folder or if you just don't see the folder in your Drive, please follow these directions:

- In your Drive, you may look into a folder on the left called "Shared with Me" where this volunteer photography folder *should be*. You'll then "Add" that folder into your drive.



Please call or email if you have difficulty with this blake.tedder@duke.edu or (919) 613-8631.