

RPCVS of Wisconsin–Madison
INTERNATIONAL CALENDAR PROJECT
Photo Submission Guidelines *(Updated May 1, 2024)*

From the very first calendar, published in 1988, the International Calendar’s ongoing success is due largely to the wonderful photographs submitted to us over the years. We welcome your submissions, and we hope the following guidelines on our submission criteria and selection process will be helpful.

The goal of the International Calendar is to present Peace Corps countries, both present and past, in a positive, truthful light. **We also want to show life as it is today, so photos taken more than 10 years ago are less likely to be considered for inclusion.** We like images of city life as well as village and rural scenes. We like people in action and in relationship: working, relaxing, enjoying everyday life, and/or celebrating special occasions. All ages. Humor is appreciated. Landscapes or photos with architectural or other detail—handiwork, food, crops, etc.—add interest. When selecting images to submit, keep in mind the need for “month-long” appeal. And since many teachers use this calendar as a teaching tool, it’s good to keep students and their interests in mind as well.

Anyone may submit photos; Peace Corps service is not a requirement.

Submission Criteria

1. To be eligible for consideration, submitted photographs must be high-quality **digital images** (5.0 MP or higher) with realistic color. Do not touch up, enhance, or change the resolution of digital files. If your photo is selected, you might be asked to supply alternative files for production. Other formats (prints, slides, mounted, black & white) are not eligible.
2. Photographs must be from a country where Peace Corps Volunteers have served (past or present).
3. Photos showing a Peace Corps Volunteer are not eligible.
4. A photographer may submit a maximum of five (5) pictures per year.
5. A photo submitted three (3) times without being selected is no longer eligible.
6. Basic requirements for technical quality include clear focus, realistic color, and good overall contrast.
7. The photographer’s name and the country where the photo was taken must appear in the digital file name, and the image must be saved as a JPEG. *Please use the following naming convention:* [country+entry#.photographername.jpg] *Examples:* morocco4.mccousins.jpg; fiji2.vross.jpg
8. Photographers must submit *with the photos* a signed **Photo Release Form & Photo Submission Form**—with photographer and photo information completely filled in (forms are attached).
9. Digital files and the **signed Photo Submission & Photo Release forms** should be submitted by March 31st using the digital upload link on our website. **Please do NOT email photos to us.**
10. To qualify as a large, featured photograph, digital images must be taken at high resolution on a 5-megapixel or higher camera. Lower resolution images will be considered for inset images only.
11. Submitted photographs will become part of the Madison RPCVs calendar image library for possible use in calendar and related projects. Photographers will be credited with every use.
12. **TIMELINE:** We work on calendars more than a year in advance, and photos received by March 31st are guaranteed to be included in our annual Spring photo vote. Photos received after March 31st might be considered immediately or will be held for the next year.
13. You must be the holder of the copyright of any photo(s) you submit and have secured permissions.
14. Photos will be reviewed in late spring and final decisions made in late summer, a year or more in advance of publication. We will contact you as soon as a decision to use your photo is made. No notification will be sent to those whose pictures are not selected.

We are grateful to all photographers for taking time to submit pictures. Each person who submits a photo (or photos) for consideration will receive a complimentary calendar in December. Those whose photos are selected as featured images will receive 25 calendars, and those whose photos are used as smaller insets will receive 5 calendars. If an image is used as a notecard, the photographer will receive 5 sets of that notecard and 1 calendar.

If you are planning to travel in the months of August–February, note that this is when the calendar is in production. It is essential that we be able to contact you, not only to let you know that your photo is selected, but also to get photo text and other information relevant to use of your photo. Please let us know if your contact information needs to be updated. Questions? Email our Photo Coordinator at RPCVpicsubmissions@gmail.com.

• RPCVs of Wisconsin–Madison • PO Box 1012 • Madison, WI 53701 • 608.829.2677 •
www.rpcvmadison.org

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Photo Permission Form

(Updated May 1, 2024)

Submission DEADLINE: March 31st *

Name _____ Date Submitted _____

Address _____

City _____ State _____ Zip _____

Email address _____

Cell phone _____ Home phone _____

Work phone _____

Help us reach you! Alternative contact info (phone # / email address) is important if you are out of the U.S. or will be traveling:

Please list the photographs being submitted (limit of 5 per photographer per year), then scan and submit with your photos, using our online link. Note that we no longer accept prints; ONLY high-quality digitals submitted online are eligible. You will be contacted if your photo is selected, and we may request your highest-resolution file. Submitted digital files will be retained for our photo library. *Note that because we want to show life as it is today, photos taken more than 10 years ago are less likely to be considered for inclusion.*

Please see our Photo Submission Guidelines for digital submission requirements. Use the following file-name format for your JPEGs: *country+entry#.yourname*. Examples: *ghana2.vross, ghana3.vross, fiji4.tcyrs*

Location where photo was taken (country + specific location)	© year (Year <i>photo taken</i>)	Digital file name	MP/resolution
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Service in Peace Corps is not required for photo submission. However, if you are a current or former Peace Corps Volunteer, please list your country, years of service, and sector/field of work.

Country _____ Dates of service _____

Type of work / Sector _____

Questions? Email us at RPCVpicsubmissions@gmail.com or call Tamara at 608-829-2677 or 608-345-8228.

* Submissions received after March 31st will be held over to the next year. *

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Photo Release Form

I hereby authorize the Returned Peace Corps Volunteers (RPCVs) of Wisconsin–Madison to use my photograph(s), as detailed in the attached Photo Submission Form, in the International Calendar.

This authorization also permits the use of these images by the RPCVs of Wisconsin–Madison in creating notecards, postcards, bookmarks, and other ancillary products related to the International Calendar Project.

This release also allows for the use of these photos/images in marketing and advertising efforts associated with the promotion of the International Calendar and its related products. I recognize that proceeds from the sales of the International Calendar and its associated products will be used to support RPCV groups and activities, volunteers in the field, and other causes designate by the RPCVs of Wisconsin–Madison.

Signature

Date of Submission

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