

**April 7, 2020**  
**Release Notes**

**Release Notes To FINAL AoD Parish Publicity Release Form**  
(note: Form eff August 2019)

1. These Release Notes accompany that “FINAL AoD Parish Publicity Release Form” (FORM) now available for every Archdiocese of Denver (AoD) Parish needing a photo/video release from either youth parents/guardians, or from adults to ensure the requisite permission has been obtained for Church mission related photos, videos, etc.
2. This FORM replaces any and all other photo release forms; AoD Parishes are asked to cease use of all other forms and meet their respective need with this FORM.
3. Under other circumstances, this FORM would have been formally rolled out to AoD Parishes in the coming 2020 summer months. Under these circumstances, it is being sent through the **AoD Office of Evangelization and Family Life Ministries** due to immediate need in this Colorado COVID-19 context. If an AoD Parish business manager/pastor is concerned about the approach to issuance of this FORM, please know that the Archdiocese of Denver administrative offices ask for understanding in this time period.
4. The FORM may be and should be used by all AoD Parish schools. (This use has been discussed with the Office of Catholic Schools (OCS); the FORM will be included in the Fall 2020 AoD OCS Policies update. At some point soon a separate form will be prepared specifically for use by HFHS, BMHS and Frassati Catholic Academy.)
5. Due to immediate need and resources at present, the FORM is not being released through a software program that allows for electronic signature. Nor have FORM provisions regarding electronic signature yet been included (that will occur in the coming months, meaning a new update is likely to be released later in 2020).
- 6. Instruction to AoD Parish Staff When Issuing the FORM:**
  - a. This form is a pdf fillable-in-form that each AoD Parish is to customize by typing in its parish name on page 1, and then safely before distributing. No other edits should occur to the FORM.
  - b. Insert proper AoD Parish corporate name at top, save, then issue to parishioners (e.g., name: “St. Mary Catholic Parish in Denver”; if needed, consult Parish business manager / Pastor for proper AoD Parish corporate name)
  - c. Instruct parishioners to carefully read the form and do the following:
    - i. if agreed to, the individual is to fill out and sign p. 2 and return to the parish via an email scan attachment; if a return scan is not possible, then a photo of the release will suffice in this current COVID-19 era
    - ii. if a parishioner has ‘touch technology’ with a stylus pen, then of course processing the FORM will be much easier and wholly acceptable
    - iii. the authorized adult executing the FORM should retain a copy of what is provided back to the AoD Parish
    - iv. work with your AoD Parish business manager/principal to ensure that the fully executed form is properly retained in parish files for future reference and confirmation that release permission obtained



