



Content Use Policy

I. Information and Content Use and Distribution

- All digital and print materials and mass communications* containing mention of, information about, or content belonging to Kakenya's Dream, our students/program participants, and/or the wider community with which Kakenya's Dream works must be submitted to Kakenya's Dream staff for review before it is published online or otherwise distributed.
- Kakenya's Dream reserves the right to edit all digital and print materials and mass communications containing mention of, information about, or content belonging to Kakenya's Dream, our students/program participants, and/or the wider community with which Kakenya's Dream works before pieces are published or otherwise distributed. All edits made by Kakenya's Dream staff, unless noted as only suggestions, must be reflected in the published piece.
- All digital and print materials and mass communications that require review must be submitted to Communications Manager Zoe Blossom at zoe@kakenyasdream.org at least 5 business days before intended distribution/publication to ensure communications staff has adequate time to review and provide edits.
- Kakenya's Dream reserves the right to brand/co-brand any digital and print materials and mass communications containing content belonging to the organization. For further guidance on co-branding materials, please inquire with Zoe at zoe@kakenyasdream.org

*Digital and print materials and mass communications include print brochures, handouts, flyers, books, academic texts, and reports, as well as videos, social media posts, online newsletters and mass emails, blogs, and webpages.

II. Photography and Videography Use and Distribution

- For protection of KCE students and the wider community with which Kakenya's Dream works, and for the sake of accurate use and portrayal of our photographs and video footage, Kakenya's Dream requires all donors and partners to seek express permission from Kakenya's Dream before posting, distributing, or otherwise utilizing any of our images or video footage from our website, social media, and all other Kakenya's Dream digital platforms and print materials.



KAKENYA'S DREAM

- Requests to use Kakenya's Dream images/videos must be made at least 5 business days before intended use/distribution/publication to ensure Kakenya's Dream staff has adequate time to review requests.
- Requests to use photos/videos should be submitted to zoe@kakenyasdream.org and include any intended caption/description for said photo/video for Kakenya's Dream to review. Photos and videos should be credited as belonging to Kakenya's Dream.
- Kakenya's Dream reserves the right to brand/co-brand any photos used or taken or videos created that include Kakenya's Dream staff and students/program participants. For further guidance on co-branding materials, please inquire with Zoe at zoe@kakenyasdream.org

These policies ensure that Kakenya's Dream adequately maintains the privacy and protection of our students and program participants, staff, and wider community, and that all print materials, mass communications, images, and video footage distributed are accurately described and portrayed.

If you have any questions or concerns about our Content Use Policy please contact us directly.

Email: zoe@kakenyasdream.org

Phone: (571) 527-4960