



STANDARD OPERATING PROCEDURES

Subject	Program Area	Revised	Number
Client Authorization & Consent to Publish	Client Services	November 2024	7.12

Purpose:

The purpose of this **Client Authorization and Consent to Publish** policy is expressly for, and limited to, authorization(s) by the legal guardian of an Our House, Inc. Client named below to grant permission(s) to Our House, Inc. and the Our House Foundation for use of client photographs or video, use of client’s name, use of client’s quotation or comment or statements about the client’s case history and involvement with Our House, Inc.

Procedure:

This completed form must be on file for every Our House, Inc. Client:

Date: _____ Client name (Printed): _____

The undersigned _____ whose signature is at the bottom of this page ("Undersigned") represents and warrants that they are the parent or legal guardian of Client (named above), and that as legal guardian, they have full power and authority to grant, on behalf of Client, permission and release set forth herein, and does hereby authorize and give consent to permit Our House, Inc. (OHI) to:

*Initial or mark **only** those provisions that you agree:*

() Yes, OHI has permission to take and reproduce photographs or video of client and use such photographs or video of the client in connection with any publication (including, but not limited to, Annual Reports, Brochures, Videotapes, Newspapers, Magazines, Television, Internet, and/or Print Advertising, hereinafter referred to as "Publication") in such a manner and at such times as the Executive Administration of OHI, or the Our House Foundation, at its sole discretion, shall determine. **(Note: Do not initial or mark this section if you do not wish photographs or videos of the client to be taken and used for the purposes stated.)**

() Yes, use the Client's name in connection with any publication (as stated above) in such a manner and at such times as the Executive Administration of OHI, or the Our House Foundation, at its sole discretion, shall determine. **(Note: Do not initial or mark this section if you do not wish the actual name of the client to be used.)**

() Yes, use any quotation and comment made by the Client obtained and related verbally by the client in connection with any Publication (as stated above) in such a manner and at such times as the Executive Administration of OHI and the Our House Foundation at its sole discretion, shall determine. **(Note: Do not initial or mark if you do not wish the actual name of the client to be used.)**

() Yes, use any statements about the Client and such Client's case history and involvement with OHI as obtained and related verbally by the Client, parent or legal guardian/and or an OHI representative during an interview for the purposes of marketing and/or public relations in connection with any Publication (as stated above) in such a manner and a such times as the Executive Administration of OHI or the OHI Foundation, at its sole discretion, shall determine. **(Note: Do not initial or mark if you do not wish statements about the Client's case history and involvement with OHI to be used)**



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The Undersigned, on my behalf and on behalf of the Client, as well as on behalf of all of Undersigned and Client's heirs, successors and/or assigns, does hereby release Our House, Inc., Our House Foundation, and their Boards of Trustees, Officers, Directors, Agents and Employees, and all of its and their heirs, successors and/or assigns, from any and all claims, demands, and liability of whatever kind, including but not limited to, for payment of any compensation, for misappropriation or misuse of any publicity, trademark, copyright, or other rights of the Client and/or Undersigned and their heirs, successors and/or assigns, arising out of OHI's use of the above-designated information and photographs/video of the Client.

Parent/Guardian (Print Name)

Date

Parent/Guardian Signature

The Undersigned hereby prohibits and does not grant authorization to Our House, Inc. or the Our House Foundation to use photographs, video, client name, client quotations/comments or statements about client's case history or involvement with Our House, Inc.

Parent/Guardian (Print Name)

Date

Parent/Guardian Signature