SCP Image Permission Request Email Template

**Note to those soliciting images for use in SCP-sponsored media:**

The Society of Counseling Psychology has adopted a policy that any images used in SCP-sponsored media must be used with the explicit permission of the SCP member who owns the image/rights.

Therefore, when soliciting an image from an SCP member for future use in SCP-sponsored media, you must use the following “SCP Image Permission Request Email Template” to ensure that permission is properly documented.

When the SCP member responds to your email, please double-check to make sure that all three parts of the instructions were followed by the SCP member (i.e., they must state the permission language in full, carbon-copy [dnolan@div17.org](mailto:dnolan@div17.org) when they reply, and attach the image to the reply email). Thank you!

**The Template:**

Hello [NAME],

The Society of Counseling Psychology (SCP) has adopted a policy that any images (and the rights to the image) used in SCP-sponsored media such as the [INSERT NAME OF MEDIUM HERE] must be used with the explicit permission of the SCP member who owns the image/rights. Therefore, we will first need you to confirm that you are the sole owner of the image/rights and that you are explicitly granting SCP permission to use that image. The following instructions will tell you how to do this.

When replying to my email, please (1) carbon-copy (“CC”) Debbie Nolan, the SCP Executive Director, at [dnolan@div17.org](mailto:dnolan@div17.org), (2) attach the image to your reply email, and (3) state the following in the body of your reply email: “I hereby confirm that I am an SCP member, the sole owner of the attached image(s) and rights to the image(s), and am granting explicit permission to SCP to use the attached image(s).”

If you have any questions or concerns about my request or the image policy, please feel free to contact the current Communications and Technology Board Director, the VP for Communications, or the Executive Director.

Thank you,

[YOUR NAME]