

## **GUIDELINES FOR SUBMITTING BLINDNESS PREVENTION COMPLETED PROJECT REPORTS TO THE RAG FOR PUBLICATION**

To insure that information received on completed Blindness Prevention projects can be used by the RAG for publication on the RAG web site and for inclusion in the RAG's annual report to Rotary International, the following guidelines have been established for submission of completed project reports to the Rotarian Action Group Executive Secretary at [in2dtp@empnet.com](mailto:in2dtp@empnet.com)

1. All reports on **completed blindness prevention projects** must follow these guidelines and be submitted on the required "Blindness Prevention Completed Project Report Form". This form can be downloaded from the RAG web site or it can be obtained from the RAG Executive Secretary at [in2dtp@empnet.com](mailto:in2dtp@empnet.com).
2. The form must be **completely filled out, with a full description of the project** and all of the information and questions on the form must be answered / completed or the project will not be posted on the web site and it will not be submitted as part of our annual report to Rotary International.
3. Photographs of the project are encouraged and should be included as part of the submission. When submitting photos for inclusion with the project, they should be attached to an email message, NOT included as part of the project reporting form. Insure that you submit high resolution, high quality photographs that are not blurry, not washed out, and not "dark". Be sure to include complete information in the email regarding the captions that should be used for each of the photos. Include the name of the photographer when submitting any and all photos. Photos that are submitted without the name(s) of the photographer cannot be used for publication or for posting on the web site or for submission to RI. Insure that you meet this legal requirement in order to avoid any difficulty with regard to the publication of the photos.
4. **Do NOT** include a copy of the TRF Matching Grant with your project submission. We will not be able to use any of this information for publication on the web or for inclusion in our annual report to RI.
5. **VERY IMPORTANT!!** Do NOT "forward" a report that has been completed by another individual to the Executive Secretary. The required Project Report Form must be submitted directly to the Executive Secretary by the individual who completes the form. (No exceptions to this, please!) Photographs may be sent separately as long as there is a clear reference to the original project report so there is no confusion about which projects the photos are a part of. And once again, do not forward photos. All photos must be submitted to the Executive Secretary directly by the individual who took the photos (not forwarded to someone else for submission by the Executive Secretary).
6. **Every project that receives funding from the Blindness Prevention Donor Advised Fund MUST SUBMIT A PROJECT COMPLETION REPORT to the RAG Executive Secretary!**
7. Insure that you follow all of the above guidelines when submitting your report. If you have any questions about submitting a report, contact the Executive Secretary at [in2dtp@empnet.com](mailto:in2dtp@empnet.com)

Any photos or other "reports" that are submitted to the RAG Executive Secretary that do not follow the above submission guidelines will not be considered for publication to the RAG web site or inclusion in the RAG's annual report to Rotary International.