



Memo

Date: February 26, 2018
To: Parish Staff and all other Archdiocesan Agencies
From: Angelique Richardson, Director, Office of Archives & Records
Re: Updated Media Release & Permission to Contact Youth

The Archdiocese of Atlanta's **Media Release Permission form** has been updated. One form is to be completed for each child, supplanting annually, with the final version saved until the child is 20. This form was developed to be helpful to the parishes by including consistent, specific language to cover all varieties of media, and has been reviewed by our outside council.

A **Permission to Contact Youth form** has also been developed for the parishes. This form is to be used for contacting youth via social media. Please see the Archdiocese of Atlanta's [Social Media Policy and Guidelines for the Use of Social Networking Sites with Minors](#) for more information on incorporating social media communications into your youth ministries.

Titles are color-coded for managing multiple translations, which are pending.

The Annual Media Release and Permission to Contact Youth forms may be found under the Office of Communication's [webpage](#), as well as the Archdiocese of Atlanta's Youth Ministry [webpage](#).

Catholic Schools should look to the Office of Catholic Schools for official forms.

Please direct any questions about these forms to the Office of Archives and Records at records@archatl.com.