



Key Document Vault

Document: BOD-SUPPORT-COMMUNITY NETWORK SCHOOL

2023.04

Community Network School Handbook

A Professional Photographers of America Key Document

Community Network School Handbook

Logo:

The Community Network School logo should appear on all advertising material distributed by your school. A copy can be downloaded from the [Community Network Resources Page](#) on PPA.com.

Code of Conduct:

Instructors, students, staff, and volunteers are expected to follow the Code of Conduct of Community Network Schools provided within this handbook.

PPA Membership Promotion:

Promoting PPA membership should be included in each Community Network School session. This includes using PPA marketing materials which can be requested at [PPA.com/Request](#).

Booth Space at Imaging USA:

Complimentary booth space is provided at Imaging USA for use by the Community School Network (this is a value of over \$5,000). Community Network Schools are asked to bring advertising material to handout at the tradeshow booth, images to be on display depicting activities at the school and to have at least one volunteer represent their school during the tradeshow hours.

Calendar of Events:

Schools will have the option to display their dates in *Professional Photographer* magazine and on the PPA.com website. Please include your upcoming school dates on your annual School Renewal Form (found [here](#), under “Renewing Your Community Network Status”). This will ensure you will be listed in both locations.

Mailing Labels:

One of the benefits of being a Community Network School is the ability to access the PPA member list. This list can help increase your event attendance or share important information with photographers in your area.

Because PPA members value their privacy (and to help you comply with changing federal and state regulations, especially regarding e-mail), PPA provides this address information for rent through a list management company.

You can email Jennifer Felling at Statistics at j.felling@statistics.com for current pricing information.

In addition, please be aware of the following:

- A PPA mailing or e-mail list may be used once, unless multiple uses are discussed when the initial request is made. There may be additional charges for multiple uses.
- PPA has the discretion to decline or modify a request.
- A list may not be shared, given, or sold to any third party in whole or in part.
- PPA mailing and -email lists are for Community Network & Community Network School use only, not for personal use by a network member for any reason.
- Blast e-mails are done by the list management company.

To request a PPA mailing or e-mail list, email Statistics at j.felling@statistics.com with your network school name.

New Member Lists

As a Community Network School you have immediate access to new PPA members. This list is updated monthly for the 3 most recent full months of joins and provided in an excel format. Download the New Member Reports .zip file, available online under the “Prospect Mailing Lists” drop-down of the [Community Network Resources Page](#).

PPA Merits:

PPA members that attend earn merits when the following requirements are met:

- An excel roster of all students, including their contact information and PPA number (if applicable) should be submitted to merits@ppa.com at least 2 weeks prior to your school session. All students attending 4 full days of education (minimum of 26 hours) will receive 2 service merits.

Recruitment Program:

The Community Network School Member Recruitment program is set up to reward you for each *new* Full Member and Limited Member that the school signs up while in session. Members that your Network School refers must sign up using the link [here](#) for your school to receive credit.

A check for \$50 per Full member and \$25 per Limited member will be sent to the school from PPA after renewal is complete for the next year.

PPA’s Community Network program operates on a March 1-last day of February year. As an example, if your network school refers members between March 1, 2023, and February 29, 2024, you will be sent the referral check for those members in Spring 2024 after your renewal for the 2024-2025 year has been processed.

Scholarship Program

The Community Network School scholarship program was created to help new photographers get needed education and to support Community Network Schools bring quality education to more photographers. Please refer to page 5 for more information about the recipient criteria and for a copy of the scholarship application.

IMPORTANT REMINDER:

Once a completed renewal package has been received, your school date (if provided) will be added to the Community Network School page in *Professional Photographer* magazine. Please keep in mind that the magazine is produced several months in advance. In order to make the January issue, your renewal must be complete by November 1. The February issue deadline is December 1.

**CODE OF CONDUCT
FOR
INSTRUCTORS AND STUDENTS
OF
COMMUNITY NETWORK SCHOOLS**

Instructors and students participating in classes sponsored by PPA and their Community Network Schools are expected to conduct themselves as responsible, mature adults when teaching or attending a class or other function sponsored by or affiliated with any of the Community Network Schools.

If alcoholic beverages are consumed at a Community Network School function it must be done in a responsible manner. Illegal drugs are strictly forbidden. Comments, innuendoes, jokes, pictures and graffiti of a sexual nature are inappropriate at Community Network schools, classes or functions.

Community Network School Recruiting Program

PPA would like to say thank you for recruiting new Full and Limited members at your event. You can use the money towards equipment, scholarships, speaking budgets, etc. Best of luck!

Membership Category	Reward
Full	\$50
Limited	\$25

- To receive this reward the student must be *new to* PPA.
- Only *new* members who sign up [here](#) will be applied to your Community Network School incentive check.
- PPA will track the number of *new* members recruited by your school.
- An annual account of earnings summary will be available to each Community Network School and a check will be mailed to your school.

Community Network School Scholarship Program

The Community Network School scholarship program was created to help new photographers get needed education and to support and help Community Network Schools bring quality education to more photographers.

This scholarship is available to the Community Network Schools for two \$500 scholarships (\$250 to be provided by PPA, \$250 from the participating school) per year.

Recipients must be PPA members for three years or less. Participation is voluntary and open to all Community Network Schools.

Community Network School Scholarship Request Form

Community Network School _____

Scholarship Recipient*

Name _____ PPA # _____

Address _____

City, State, & Zip _____

Name _____ PPA # _____

Address _____

City, State, & Zip _____

****Recipients must be a PPA member for 3 years or less.***

Please return this form to PPA by email at communitynetworks@ppa.com.

Or by mail to:

PPA, Attention: Community Network Schools

229 Peachtree Street NE

Suite 2300

Atlanta, GA 30303