

# WFFC OPERATING PROCEDURE

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<sup>1</sup>**Number 109**

Revision Number: A

Date: Nov. 17, 2005

**SUBJECT: Photography Committee -- Purpose & Methods**

Curtis E. Jacobs  
*ORIGINATOR*

**RESPONSIBLE OFFICE:** President

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*APPROVAL (Resp. Officer)*

**AFFECTED OFFICES:**

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*APPROVAL (President)*

## **I. PURPOSE:**

Create and maintain a photographic record of club events, speakers and outings.

## **II. PROCEDURES:**

The Committee will:

**1.** Arrange for a designated WFFC member(s) to take photos at most club events, for the club's use and files.

**2.** Maintain the photo collection in an appropriate filing system, with adequate labeling and identification of events, dates and subjects.

**3.** Arrange reimbursement for photo film and processing for photos acquired by the club.

**4.** Make photos available for use by Creel Note's editors, Historian, or Program Chairman, when desired.

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<sup>1</sup> Transferred from Ghillie which was 604