

From the Field Contributor Guidelines—Photo Slideshows

Background

KDHRC invites you to contribute to the Todo Promotores Clearinghouse *From the Field* section, which features real promotores programs across the United States. You are welcome to share videos, photo slideshows, and essays about your promotores program that highlight your outreach events, program challenges and successes, and/or an overview of your program and how your program's work improves your community.

This document provides guidelines for developing and submitting a photo slideshow for inclusion in the Todo Promotores Clearinghouse website.

Guidelines

Photo slideshows can include up to five high quality photos in JPG, GIF, PNG, PDF, DOC, or DOCX format, up to 25 MB in file size. If you wish to upload more than five photos, you must do so as a separate slideshow. You must have an Internet connection to upload photos. Navigate to the "Upload documents and images" form, select the photos saved to your computer or phone that you want to upload, and click "Submit." If you are unable to upload multiple photos at the same time, try to upload them individually.

Photo slideshows should also include a Word file with at least two brief paragraphs that provide the following information:

- What is your organization's name and location?
- When was the organization established?
- What is the organization's mission and who does it serve?
- When was the promotores program established (year)?
- How many promotores are on staff (volunteer and paid)?
- What issues does the promotores program address in your community (e.g., obesity, nutrition, senior health, client navigation)?
- What types of outreach activities does your promotores program conduct (e.g., health fairs, home visits)?
- A brief description of the event documented in the photo slideshow.

Example:

Founded in 2006, the Healthy Smiles program* serves the Latino community in Atlanta, Georgia. Healthy Smiles' mission is to improve oral health in the community by delivering timely and outstanding oral health care regardless of clients' ability to pay. We provide preventive treatment and oral health services to children ages 0 to 6. Our promotores program

started in 2007. Promotores conduct outreach to our clients, including at-home tooth decay prevention education, followup after treatment, and appointment reminders.

The video we submit for inclusion in the From the Field section is from our promotores program participating in a local health fair in May 2017. Five promotores from our program talked with 78 parents about the importance of good oral health, assessed children's oral health care needs, and provided information to parents about our oral health services.

*This is a fictional example. The Healthy Smiles program is not a real program.

If you have an upcoming event, or if you'd like to discuss your idea for a *From the Field* story, please reach out to KDHRC using the [contact form](#) available in the About Us section of the TPC website.