

Roots of Empathy Artwork Procedures

Dear Roots of Empathy Instructors,

As Roots of Empathy evolves nationally and internationally, we continue to refine and change our procedures in order to create more opportunities for sharing information about our Roots of Empathy programs. We find consistent joy in seeing students' learning in the Roots of Empathy program come to life through their artwork, writing and photos,* which are invaluable to us for creating a national and international picture from the perspective of those children who participate in our Roots of Empathy programs. We utilize the artwork created by students in the Roots of Empathy programs on an ongoing basis in presentations, promotional materials, government/funder reports, proposals etc. as they arise throughout the year.

As such, we invite you to submit artwork to the Roots of Empathy International Office throughout the year using our **Artwork Submission Form**.

Please ensure:

- Permission forms are attached by paper clip/binder clip to corresponding piece of artwork
- Artwork contains no staples
- Artwork Submission Form is included with your package

Artwork Packages can be submitted in three ways:

- 1) To Trainer at Mid-Year Training
- 2) Scan and email to artwork@rootsofempathy.org. Please scan at 300 DPI in colour if artwork is in colour; otherwise, scan in black and white. Remember to also scan the permission form.
- 3) Mail to:

**Curriculum Department
Roots of Empathy
250 Ferrand Drive, Suite 1501
Toronto, ON M3C 3G8
Canada**

Questions: If you have any immediate questions, please do not hesitate to contact us by emailing your Mentor or e-mailing us at artwork@rootsofempathy.org. Thank you in advance for your continued commitment and dedication; Roots of Empathy could not have grown to be the program it is today without each and every one of you.

Sincerely,

Donna Letchford – Director of Curriculum
Roots of Empathy

*** Herein, artwork, writing and photos will be referred to simply as artwork.***