



## **Policies and Guidelines for Proper Use**

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### **Conduct**

As members of the T. Howard Foundation's Alumni Network, we expect that our alumni's activity (online, networking events, etc.) is in accordance with the code of respectful and thoughtful professionalism that the T. Howard Foundation represents and promotes.

### **Privacy - THF Alumni Network Directory**

The T. Howard Foundation Alumni Network Directory is primarily meant as a resource for the Foundation to remain connected with alumni, and for alumni to connect with each other. In order to provide an effective and useful directory, alumni must allow the publication of certain information, like first and last names, THF class year, internship host company, and undergraduate/graduate institutions. With the exception of that critical networking data, THF offers the ability to limit the information that is published to the Alumni Network Directory. All information provided will be exclusively used internally by THF, and THF will not ever sell or give away any information provided when registering for or updating the Directory.

### **Logo and Branding Usage**

The following T. Howard Foundation branding materials may not be used without the written permission of the Foundation:

- Logos
- "T. Howard Foundation" or "THF"
- The tagline "Diversity in Media"
- Promotional photos or website material

Use of materials or information available through the Alumni Network Directory for any commercial, public, or political purposes, including any form of fundraising, is strictly prohibited.

### **Online Community & Networking Events**

If alumni choose to create a group on a social media platform, the group's administrator must notify the T. Howard Foundation's Alumni Manager, LaShika Howard ([lhoward@t-howard.org](mailto:lhoward@t-howard.org)), of their intent and agree to the following:

- All alumni-created groups must include the following statement on their main page:  
*This is an alumni group only, and not an official T. Howard Foundation group. The content of this group's page does not necessarily reflect the views and opinions of the T. Howard Foundation.*
- Alumni-created groups must be used exclusively for networking, and not for marketing, fundraising, or other purposes.

- If alumni-created groups choose to use a name including "T. Howard Foundation," or the "THF" acronym, they must be in the following formats:

<p><b><u>Acceptable:</u></b> <i>"THF Alumni of NY" or</i> <i>"Alumni of THF in NY"</i></p>	<p><b><u>Not Acceptable:</u></b> <i>"T. Howard Foundation- Alumni Network" or</i> <i>"THF Alumni Network"</i></p>
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