



# HOW TO RECORD & SUBMIT YOUR VIDEO

## Please follow our submission guidelines:

- Record your video in landscape mode (set up your phone horizontally).
- Make sure there is no music playing in the background or added to your video (so that copyright law doesn't remove it from YouTube).
- Keep your video under 15 minutes long if possible.
- Include the hashtag **#CISJaxVirtualVolunteer** in your video title so we can easily find and use your video!

## Send us your video using one of these methods:

- Upload your video publicly on YouTube (preferred)
- Upload your video on Instagram
- Direct message us your video on Facebook, Instagram or Twitter
- Text us your video at (904) 993-5479
- We'll find your video and add it to our YouTube playlist for parents and teachers to access. See bottom of page for information on permissions.\*
- If you have any questions about submission or need help getting your video to us, please contact [volunteer@cisjax.org](mailto:volunteer@cisjax.org).

*\*By submitting your video with the hashtag "#CISJaxVirtualVolunteer" you give Communities In Schools of Jacksonville permission to share, repost and download your video to be used for this initiative and other virtual initiatives that may benefit from your content. This is in line with public posting permissions on both Instagram and YouTube.*