

**Education for Sustainable Living Program (ESLP)
In Collaboration with
The Environmental Media Project
Media Equipment Agreement**

I. Project Stakeholders:

- A. ESLP through a LENS Co-facilitators (2) or ESLP Media Coordinator**
- B. ESLP Program Manager**
- C. Environmental Media Project (EMP) signers (4)**
- D. Student Media Director**

A. ESLP through a LENS Co-facilitators- will organize and manage the multi-media projects that arise from the course. They will be developing the syllabus and curriculum for ESLP through a LENS, inviting guest speakers, setting up room arrangements to hold discussions and media lab sections. Co-facilitators will enroll and attend all ESLP Winter Training Seminars, fill out necessary forms, and be the first to deal with any problems or issues that arise. In addition, the co-facilitators will need to be signers to the Environmental Media Project Constitution unless ESLP through a LENS chooses to become its own Student Media Organization in the future. Co-facilitators take responsibility for ensuring all proper forms (checkout equipment forms, photo release forms, etc.) are appropriate for the occasion in which documentation will take place and that the students who checkout equipment fully understand their financial liability should damage occur. Co-facilitators must also require LENS students to attend the quarterly Media Law Seminar hosted by the Student Press Center.

B. ESLP Program Manager- will be the fiscal contact for transferring any granted funds into Environmental Media Project's account (unless ESLP through a LENS chooses to become its own Student Media Organization). He/She will advise and support the students on the media projects.

C. Environmental Media Project signers- agree to this contract between EMP and ESLP, and if agreed upon, vote in favor of the amendment to EMP's Constitution.

D. Student Media Director- advises student media organizations and ensures equipment checkout forms and agreements are carried out; agrees to store the equipment at the Student Press Center under EMP.