

## **VEMKAR**

### Crowdsourcing Guidelines

All are welcome to submit resources, but submissions should be original and not published from another author/creator. In other words, please do not submit articles, lessons, or videos from already published resources such as books, magazines, videos, lesson plans, Bible studies, etc.

When submitting a resource, please include the following information:

- Author/Creator (for credit purposes) and parish affiliation
- Title of resource
- Brief description
- Objective
- Age appropriate target audience according to the list below (some audiences may overlap):
  - Infants 0-3
  - Toddlers 3-5
  - Elementary 5-11
  - Middle School 11-14
  - High School 14-18
  - Young Adults 18-24
  - Adults 24-55
  - Seniors 65+

Please edit any video so that it only contains that which you are submitting. For example, if a message is embedded within a prayer service, please only submit the message.

If you would like to submit a resource which exists only in a physical format such as a book or booklet, please scan and submit as a readable pdf.

Please note that we humbly reserve the right to edit written material for grammatical accuracy. We may also contact the author/parish to suggest other changes as well.

The Diocese does not own any submitted resource, and the author/parish is giving permission for public use and dissemination.

All resources submitted to the Diocese will be thoroughly reviewed by the Diocesan Ministries Staff. Submission does not guarantee inclusion.

