

From: [Zuniga, Jennifer E - \(jzuniga\)](#)
To: [Zuniga, Jennifer E - \(jzuniga\)](#)
Bcc: [Sanchez, Rogelio - \(rogelios\)](#); [Valenzuela, Marni - \(marnir\)](#); [Landau, Anna S - \(alandau\)](#); [Andrea T Lerner; DIANE.NUNEZ@asu.edu](#); [Shelley Anne Vaughn](#); [Cartsonis, Jonathan Zed - \(jcartsonis\)](#); [Verhougstraete, Marc - \(mverhougstraete\)](#); [Pacheco, Christy L - \(christyp\)](#); [Hall-Lipsy, Elizabeth A - \(ehall05\)](#); [Bettie H. Coplan](#)
Subject: 2023/24 Annual Report Photographs and Release Forms/RHPP
Date: Friday, March 8, 2024 2:30:00 PM
Attachments: [Photo Release Form.pdf](#)

Dear RHPP Director:

As described in your 2023-24 Award Letter, a cumulative narrative report from your RHPP will be due on or before September 4, 2024. Your report will become part of the 2024 Annual Report which AzaHEC is required to submit annually to the Arizona State Legislature.

Prior to September 4, you'll have many exciting activities to memorialize with photographs for the annual report. As you do so, the following may be helpful in considering what photographs will be usable in the annual report:

1. Only JPEG or PNG photos can be used in our annual report. Photos sent via Word or other formats are not usable.
2. All photos must have a release form submitted at the same time as the photo for all people pictured in the photo. Please see attached release form for reference.
3. All photos must have a descriptive caption submitted at the same time as the photo.
4. All photos must relate to an event supported in part or in full with funds from AzaHEC.

While your annual narrative is not yet due, it may be helpful to recall that it should be submitted in Word format only and with a maximum of two typed pages using a 10 or 12-point font. This will result in approximately 600 words.

Please share this reminder with your center colleagues who may be involved in some aspect of this report preparation. Please let me know if you have any questions.

Best,

Jennifer Zúñiga
Associate Director
Arizona Area Health Education Centers (AHEC)
The University of Arizona
1834 E. Mabel
Tucson, Arizona 85721
Telephone: 520-626-8966
jzuniga@arizona.edu