

INSTRUCTIONS FOR SUBMISSION OF SONGS TO THE CHILDREN'S MUSIC NETWORK ENVIRONMENTAL RESOURCES PAGE

The Environmental Resources Page are a list of quality songs recommended by the CMN membership which reflect one of our core principles: promoting respect and responsibility for our environment. When submissions are received, the Web Page Working Group will organize the songs thematically. Specific thematic topics might include:

- celebrating the beauty of the earth
- protecting specific natural resources such as trees, rivers, and animals
- recycling and reducing waste
- keeping our public places clean
- conserving energy
- using alternative energy sources
- addressing overarching environmental issues such as global warming

Some songs may be about several of these themes. When submitting a song, it would be helpful if you suggest a theme which you think most appropriately reflects the contents of the song.

SUBMISSIONS. Songs on these pages are selected solely through recommendations made by CMN members. It is appropriate for CMN members to recommend their own songs or other songwriters' songs. Submissions should be made in the form of a CD (sent by mail) or MP3 submitted electronically. If sending a CD with multiple tracks, please indicate which song or songs on that CD are being submitted. In addition, it is strongly recommended that lyrics to the song or songs be submitted as a separate file, preferably electronically. Submissions of sheet music or lead sheets, if available, are also encouraged, preferably in PDF form, although sheet music is not required. Depending on the format ultimately decided upon for the page, submissions of song lyrics alone, in the absence of a recording in a digital format and/or sheet music/lead sheets, may not be acceptable.

COPYRIGHT. You must hold the copyright to the song, or CMN must have approval from the copyright holder for the music and lyrics to be placed on our website. **If you are recommending a song for which someone else holds the copyright, it is your responsibility to contact the copyright holder and secure the necessary permission for CMN to use the song.**

CRITERIA FOR SELECTION

1. The song's central theme should address a topic related to promoting respect and responsibility for our environment. Songs which are only tangentially related to environmental themes may not be acceptable, at the discretion of the Web Page Working Group. (For instance, a song about a dancing bear, while it's about an animal, may not have a specific environmental theme.)
2. The song is not contrary to the spirit of the other overall principles of CMN: encouraging cooperation, celebrating diversity, building self-esteem and cultivating an understanding of nonviolence and social justice;
3. The song is well-crafted and appropriate for children;
4. If a recording is to be used on the web, the recording must be of professional quality.

ENVIRONMENTAL RESOURCES SONG SUBMISSION FORM

SONG TITLE: _____

SONGWRITER: _____

ENVIRONMENTAL THEME OF SONG: _____

SUBMITTED BY (include email address and/or phone) _____

RECORDING: _____

RECORDING ARTIST: _____

AGE RANGE (in years, not grades): _____

PUBLISHER OR LABEL: _____

YEAR PUBLISHED: _____

COPYRIGHT HOLDER _____

CONTACT INFORMATION FOR COPYRIGHT HOLDER (include name, mailing address, phone, email and website URL):

KEY WORDS (Circle all that apply.)

- | | | | |
|----------------|------------------|-----------|-------------|
| Animals | Energy | Nature | Solar |
| Clean-up | Food | Plants | Water |
| Climate change | Global family | Pollution | Weather |
| Community | Home | Recycling | Web of life |
| Cooperation | History/heritage | Seasons | Wind |
| Earth | Life cycles | Science | Other _____ |

PLEASE SUBMIT ALL MATERIALS TO LIZ BUCHANAN

Email submissions: lkdwjcp48B@iock.org (Please put Environmental Resources in subject line.)

Mail submissions: 23 Adams Street, Arlington, MA 02474

COPYRIGHT PERMISSION FORM

If you are the sole copyright holder for the song submitted, please complete the form below, indicating that you give permission for your original material to be used on the CMN web page. If you co-own the copyright with another person or persons, please duplicate this form and secure those signatures as well.

Permission is hereby granted to the Children's Music Network to print the lyrics, lead sheet, and/or an audio file (check list below) to the following song on the Environmental Resources Page of The Children's Music Network's website, www.cmnonline.org for which I hold the sole copyright: *(include full title)*

Please indicate below:

_____ I grant this permission for lyrics for the above titled song

_____ I grant permission for a lead sheet/sheet music for the above titled song

_____ I grant permission for an audio file of the above titled song which may not be downloaded.*

I request that the following authorship and copyright information be credited along with the song:

Music by _____

Lyrics by _____

Copyright holder _____ Year _____

I require no further compensation for granting this permission to reproduce my copyrighted material as described herein. CMN acknowledges that the author retains full copyright to this work and the right to publish it elsewhere at will.

Signature of copyright holder _____

Address _____

Date _____

Signature of CMN representative _____ Date _____

*If you wish, you may send a link to your own web page or a site such as I-Tunes where the listener may purchase the song or download it for free. At present, CMN does not plan to offer listeners the option of downloading songs directly from our own web page. If this policy changes, all those who submitted songs will be provided with instructions and further options regarding downloads.

PLEASE SUBMIT ALL MATERIALS TO LIZ BUCHANAN

Email submissions: Lizwin@rcn.com (Please put Environmental Resources in subject line.)

Mail submissions: 23 Adams Street, Arlington, MA 02474