



Introduction

FREQUENTLY ASKED QUESTIONS



1. Why didn't I receive the entire 2013 NCVRW Resource Guide in the mail this year?

Like the 2010-2012 NCVRW Resource Guides, the 2013 Resource Guide is available in its entirety on the enclosed CD-ROM or for download at www.ovc.gov/ncvrw2013.

For a brief snapshot of this year's content, please review the "At a Glance" sheet included in hard copies of the guide as well as on CD-ROM. A more complete breakdown of resources is available in Section 1, "Resource Guide Overview." Also included in the printed kit are the NCVRW-specific artwork, public awareness posters, and three pre-produced television public service announcements (PSAs) addressing the topics of child sexual abuse, human trafficking, and elder financial fraud. (The large color theme poster will have arrived separately prior to the Resource Guide.) In offering this abridged hard-copy format, our goal is to reduce the Resource Guide's environmental impact, minimize printing expenses, and allow for an earlier publication date.

2. Why didn't I receive a Theme DVD in this year's NCVRW Resource Guide?

You will receive the Theme DVD in a follow-up mailing in early 2013. The Theme DVD will also be available online at www.ovc.gov/ncvrw2013.

3. May I reproduce, modify, or repurpose the materials included on the 2013 NCVRW Resource Guide CD-ROM?

Yes! To promote community awareness of crime victims' rights, all NCVRW materials developed by the Office for Victims of Crime and the National Center for Victims of Crime are in the public domain, and copyright permission is not required. You may use any Resource Guide text verbatim as well as any of the outreach and awareness posters or artwork. Also, all Resource Guide materials may be

translated into any language. The entire contents of the 2013 NCVRW Resource Guide and additional promotional Web banners and ads are available for download at www.ovc.gov/ncvrw2013.

4. May we add our contact information and logo to the artwork you provided? May we use the artwork from the CD-ROM to create a custom outreach piece or invitation?

Yes! Much of the Resource Guide theme artwork is designed with space to add your organization's contact information or logo, as are all the public awareness posters. In fact, PDFs with fillable form fields are provided so you can easily incorporate your local information, giving victims a place to turn in their own community. (Download the free Adobe Reader at www.adobe.com.) Additionally, all of the artwork in the Resource Guide is available electronically, both on the CD-ROM and online at www.ovc.gov/ncvrw2013, and can be used to develop custom pieces (with the exception of the outlined fonts and photographs used in the Adobe Creative Suite files, which remain proprietary). Printing companies that use quality presses, inks, and paper will produce the highest-quality products and can often be found through the Yellow Pages or a quick Internet search. Many local quick-copy vendors and office-supply stores (e.g., FedEx/Kinko's, Staples, Kwik Kopy) can also meet your printing needs and usually will be more cost-effective for smaller quantities. Your local printer or office-supply store staff can also help you format your piece, insert your contact information, or create a custom outreach product.

5. Is it possible to get a public service announcement (PSA) on the air with a very limited or no budget?

Yes! Many local radio and television stations fill advertising time they haven't been able to sell by providing free

Frequently Asked Questions

air time to community nonprofit agencies with important public health and safety messages. To start, contact the public service departments of your local television stations at least *two months* prior to when you would like the PSA to air to learn about PSA requirements and deadlines. Included in this year's Resource Guide are three pre-produced television PSAs (**new this year!**). For accompanying scripts and additional ideas, see Section 4, "Communicating Your Message: Media Tips and Tools" of the *2013 NCVRW Resource Guide* and Part 4 of OVC's Public Service Announcement Kit, *How to Get Your PSAs Played on Air*, available at www.ovc.gov/publications/infores/psakit/Part4.pdf.

6. How can we arrange for a speaker at our event?

The OVC Training and Technical Assistance Center (TTAC) can help you find expert consultants, victim service professionals, and victims to speak at a conference; conduct a training designed to meet your organization's specific needs; conduct a needs assessment; or design, implement, and evaluate a training program. Contact OVC TTAC at:

OVC TTAC

9300 Lee Highway

Fairfax, VA 22031-6050

Phone: 866-OVC-TTAC (866-682-8822)

Fax: 703-225-2338

E-mail: ttac@ovcttac.org

Website: www.ovcttac.gov

Training & Technical Assistance Online Requests:

<https://www.ovcttac.gov/views/HowWeCanHelp/dspTrainingTechnicalAssistance.cfm?tab=3>

7. Is there a way to reprint the 8.5" x 11" public awareness posters and NCVRW-specific artwork in a larger size?

Yes and no. The artwork and posters are designed to print at specific dimensions and scaling them up or altering the width-to-height ratio may distort them. If you are thinking

about producing a larger piece, contact your local printer or office-supply staff for printing assistance.

8. Is the theme artwork available in color?

Yes! This year's theme artwork—including button, bookmark, and ribbon card art—is available for the first time in color in the mailed version of the Resource Guide, as well as electronically on the CD-ROM as PDFs or JPEG images. You can also download the artwork at www.ovc.gov/ncvrw2013.

9. How can I be added to the mailing list for next year's Resource Guide?

To be added to the Office for Victims of Crime distribution list for the *NCVRW Resource Guide*, please sign up at https://puborder.ncjrs.gov/Listservs/Subscribe_NCVRW.asp. In addition, you will receive:

- E-mail notification when the Resource Guide is available to download from the OVC website, and
- Details concerning the National Crime Victims' Service Award Ceremony.

10. How can I receive more copies of this year's Resource Guide?

Extra copies of the *2013 NCVRW Resource Guide* are available for a small shipping fee or can be downloaded from the OVC website at www.ovc.gov/ncvrw2013. Ordering information is available on the OVC site. Visit www.ovc.gov/ncvrw2013 to access your viewing, printing, sign-up, and ordering options.

11. I want to use the 2013 NCVRW Theme Video at a Candlelight Ceremony, but I don't have a DVD player. Is there any other way I can play it?

Yes! Many computers have built-in DVD players that can be used for playback. In addition, the NCVRW DVD can be downloaded onto your computer (right-click on the video file and choose "Save Target As" to save to your hard drive or other device). It is also available at www.ovc.gov/

[ncvrw2013](#) and can be played on a computer monitor or projected from a computer onto a screen or wall. The DVD contents, however, are not available in VHS or Beta format.

12. How do I search for NCVRW events in my area or publicize an NCVRW event?

Publicize your event with the OVC National Calendar of Crime Victim Assistance-Related Events at <http://ovc.ncjrs.gov/ovccalendar>. The OVC National Calendar offers a comprehensive list of events to help victims and victim service providers, allied professionals, and other interested individuals plan, promote, and locate events of interest to the victim service community in their area. Your submission will be reviewed and, if approved, posted on the Web for public view. There is no charge for posting events. ★

