

# ENGAGING COMMUNITIES

# EMPOWERING VICTIMS



## 2015 NCVRW Resource Guide: Frequently Asked Questions

### This Year's Format

#### Q. How can I access this year's Resource Guide?

A. The hard-copy *2015 NCVRW Resource Guide* is mailed in two parts:

- (1) the 22" x 28" **Theme Poster**, and
- (2) the **Resource Guide folder**, containing:
  - Introductory letters from the Office for Victims of Crime and National Center for Victims of Crime;
  - "At a Glance," a sheet briefly detailing the overall contents of the *2015 NCVRW Resource Guide*;
  - This year's NCVRW-specific artwork;
  - Four public awareness posters highlighting three issues in English and Spanish, as well as color and black and white; and
  - A dual-disc case with the contents of the entire Resource Guide on CD-ROM plus a DVD of the 5-minute Theme Video.

You can also download the entire guide, in English or Spanish, online at [www.ovc.gov/ncvrw2015](http://www.ovc.gov/ncvrw2015).

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

A. To be added to the Office for Victims of Crime (OVC) distribution list for the NCVRW Resource Guide, please sign up at [https://puborder.ncjrs.gov/Listservs/Subscribe\\_NCVRW.asp](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.

To unsubscribe, please visit [https://puborder.ncjrs.gov/Listservs/Unsubscribe\\_NCVRW.asp](https://puborder.ncjrs.gov/Listservs/Unsubscribe_NCVRW.asp).

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

A. Extra copies of the *2015 NCVRW Resource Guide* are available for a small shipping fee. All materials are available for free download from the OVC website at [www.ovc.gov/ncvrw2015](http://www.ovc.gov/ncvrw2015). Ordering information is also available on the OVC site. Visit [www.ovc.gov/ncvrw2015](http://www.ovc.gov/ncvrw2015) to access your viewing, printing, sign-up, and ordering options.

## Frequently Asked Questions

### Q. Can I order a Spanish-language version of the theme poster?

- A. A hard-copy of the 2015 NCVRW Theme Poster is available in English only; however, the 11" x 17" color version is available in Spanish and can be customized for your organization before printing. Visit [www.ovc.gov/ncvrw2015](http://www.ovc.gov/ncvrw2015) to access this and other Spanish-language customizable campaign materials.

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Training & Technical Assistance Online Requests:

<https://www.ovcttac.gov/views/HowWeCanHelp/dspHowWeHelp.cfm>

## Technical Assistance Queries

### Q. May I reproduce, modify, or repurpose the materials included on the 2015 NCVRW Resource Guide CD-ROM?

- A. Yes! To promote community awareness of crime victims' rights, all NCVRW theme 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 theme artwork files. Also, all Resource Guide materials may be translated into any language. The entire contents of the *2015 NCVRW Resource Guide*, including Resource Guide Artwork files, are available for download at [www.ovc.gov/ncvrw2015](http://www.ovc.gov/ncvrw2015).

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

- A. The OVC Training and Technical Assistance Center (TTAC) can help you find expert consultants, victim service professionals, and survivors 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:

### Q. I want to use the 2015 NCVRW Theme Video at a Candlelight Ceremony, but I don't have a DVD player. Is there any other way I can play it?

- A. 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/ncvrw2015](http://www.ovc.gov/ncvrw2015) 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.

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

- A. 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.

## Q. Where can I find additional information, services and resources related to crime, victim assistance, and public safety?

- A. The National Criminal Justice Reference Service (NCJRS) is a federally funded resource offering justice and drug-related information to support research, policy, and program development worldwide with a range of services and resources, balancing the information needs of the field with the technological means to receive and access support. Visit <https://www.ncjrs.gov/index.html> to find the following:
- Extensive reference and referral services to help you find answers to your questions about crime and justice-related research, policy, and practice.
  - An information network—stay informed about new publications, grants and funding opportunities, and other news and announcements.
  - RSS feeds.
  - Access to publications and other products through one of the largest criminal and juvenile justice libraries and databases in the world.
  - Conference information—learn about upcoming conferences by searching based on focus areas, geographical location, or dates. Increase exposure and participation at your upcoming conferences by adding your event to the calendar.

Additionally, NCJRS encourages contributions of publications, training curricula, videotapes, and other information resources from your organization.

## Using the Artwork

### Q. 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?

- A. 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. PDFs with fillable form fields are also 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](http://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/ncvrw2015](http://www.ovc.gov/ncvrw2015), 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 referrals or a quick Internet search. Many local quick-copy vendors and office-supply stores (e.g., FedEx, 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.

### Q. I need help customizing this year's campaign materials. Where can I get assistance?

- A. If you would like help customizing this year's theme artwork—including button, bookmark, and ribbon card art—we recommend that you contact a local printing company, which can often be found through referrals or a quick Internet search. Choose a company that uses quality presses, inks, and paper, which will produce

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the highest-quality products. See above question for recommendations. Unfortunately, alternative versions of the Resource Guide theme artwork and the theme DVD are not available. If you encounter situations where you require versions of these products not included with the Resource Guide, we encourage you to submit your comments through the evaluation survey found at [www.victimsofcrime.org/ncvrw/survey](http://www.victimsofcrime.org/ncvrw/survey). Your input is essential as we develop next year's guide.

### **Q. Where can I find the NCVRW theme design for use in my organization's own campaign materials?**

A. The NCVRW theme design is available electronically and can be found in the "Theme Artwork" folder of the *2015 NCVRW Resource Guide* on the CD-ROM and online at [www.ovc.gov/ncvrw2015](http://www.ovc.gov/ncvrw2015). All Theme Artwork images (including logos, bookmarks, and letterhead) are available as JPG and PDF files, which may be inserted into your campaign materials. Should you wish to create your own design using specific elements of the 2015 NCVRW theme design, the Adobe Creative Suite source files for these designs are included as well. To access the native theme design elements, please locate the Adobe Illustrator CS6 files in the "Theme Artwork" > "Layout" folders on the CD-ROM.

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

A. 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.

### **Q. Is the theme artwork available in color?**

A. Yes! This year's theme artwork—including button, bookmark, and ribbon card art—is again available in color in the mailed Resource Guide Artwork folder, as well as electronically on the CD-ROM (in Illustrator, as PDFs, or as JPEG images). We strongly suggest that you use the original files found online or on the CD-ROM to reproduce materials. Artwork is available at [www.ovc.gov/ncvrw2015](http://www.ovc.gov/ncvrw2015). ★

