

1. Why didn't I receive the entire *2012 NCVRW Resource Guide* in the mail this year?

You did, it is just in a different format. Starting with the *2010 NCVRW Resource Guide*, the Office for Victims of Crime and the National Center for Victims of Crime decided to produce a "hybrid" product. All the traditional content and resources provided to the victim services community in the Resource Guide each year were produced again for the *2012 NCVRW Resource Guide*, and are included on the CD-ROM. Also included in the hybrid kit are the NCVRW-specific artwork, the public awareness posters, the DVD, and the large color theme poster. The full Resource Guide may also be downloaded at [www.ovc.gov/ncvrw2012](http://www.ovc.gov/ncvrw2012). In offering this format, our goal is to reduce the Resource Guide's environmental impact, minimize printing expenses, and allow for an earlier publication date.

2. May I reproduce, modify, or repurpose the materials included on the *2012 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 *2012 NCVRW Resource Guide* and specially designed Web banners and ads are available for download at [www.ovc.gov/ncvrw2012](http://www.ovc.gov/ncvrw2012).

3. 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! The artwork provided in "Section 3: Resource Guide Artwork" was designed with white space to give you the option of adding your organization's contact information

and logo. Additionally, all of the artwork in the Resource Guide is available electronically, both on the CD-ROM and online, at [www.ovc.gov/ncvrw2012](http://www.ovc.gov/ncvrw2012) 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, whether it be inserting your contact information or creating a custom outreach product.

4. 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 air time to community nonprofit agencies with important public health and safety messages. To start, contact the public service departments of your local radio and television stations at least *two months* prior to when you would like your PSA to air to learn about PSA requirements and deadlines. Included in this year's NCVRW Resource Guide are several sample PSA scripts that can generate additional exposure for your agency. For additional ideas, review "Section 4: Working with the Media" of the *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](http://www.ovc.gov/publications/infores/psakit/Part4.pdf).

5. 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,

# FREQUENTLY ASKED QUESTIONS

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](mailto:ttac@ovcttac.org)

Web site: [www.ovcttac.gov](http://www.ovcttac.gov)

Training and Technical Assistance Online Request form:

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

## 6. 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.

## 7. Is the camera-ready artwork available in color?

Yes! The CD-ROM included with the hard-copy Resource Guide and the online version of the Resource Guide at [www.ovc.gov/ncvrw2012](http://www.ovc.gov/ncvrw2012) both contain digital color JPEG and PDF images.

## 8. 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](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 Web site, and
- Details concerning the National Crime Victims' Service Award Ceremony.

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

Extra copies of the *2012 NCVRW Resource Guide* are available for a small shipping fee or can be downloaded from the OVC Web site at [www.ovc.gov/ncvrw2012](http://www.ovc.gov/ncvrw2012). Ordering information is available on the OVC site. Go to [www.ovc.gov/ncvrw2012](http://www.ovc.gov/ncvrw2012) to access your viewing, printing, sign-up, and ordering options.

## 10. I want to use the 2012 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/ncvrw2012](http://www.ovc.gov/ncvrw2012) 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.

## 11. 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. Please visit <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. ♦