

# Requirements for Public Materials

## Recognition of funding

Partner agency contracts with CSB require recognition of CSB and its funders to the public. Any information given to the public by your agency as it relates to the program funded in whole or in part by CSB should prominently identify CSB and its funders as the funding sources of the applicable programs. This recognition can be in the form of a narrative statement or by logos.

Information that should acknowledge CSB and its funders as specified above includes, but may not be limited to, the following:

- letterhead
- newsletters
- public relations materials
- press or media releases
- promotional videos
- web sites
- fundraising appeals
- brochures
- correspondence

## Logos

Copies of CSB and its funders' logos are available for download at:

<https://www.csb.org/providers/logos>.

## Narrative statement

This statement can be used in place of logos:

This agency receives funding from Community Shelter Board and its funders, which include the City of Columbus, the Franklin County Board of Commissioners, United Way of Central Ohio, The Columbus Foundation, Nationwide Foundation, American Electric Power Foundation, the U.S. Department of Housing and Urban Development, the State of Ohio, and many other public and private investors.

## Media updates

If your agency has a media event scheduled, or has been contacted by a member of the media about a substantive or controversial issue, please let CSB know as a courtesy. Advance knowledge allows CSB to be as supportive as possible in coordinating a response with yours, preparing follow-up comments, and considering the possible effects of media coverage for the people we serve, as well as other programs. CSB's media contact person is Sara Loken, [scloken@csb.org](mailto:scloken@csb.org).

If your organization has a media piece filmed or published, please send CSB a copy of the article, or let us know when and where the piece will appear.

## QUESTIONS?

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