

# CSB Requirements for Public Materials

## Recognition of funding

Provider 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 shall prominently identify CSB and its funders as the funding sources of the applicable programs. This recognition may be either a tag line or by logos. Please see below.

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

## Use of Logo

Copies of CSB and its funders' logos can be found on CSB's website.

## Use of Tag Line

The following tag line may be used in place of the logos.

This agency receives funding from the Community Shelter Board and its funders, which include the City of Columbus, the Franklin County Board of Commissioners, the 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 of the contact as a courtesy. Advance knowledge allows CSB to coordinate a response with yours, prepare follow-up comments, and consider the possible effects of media coverage for the people we serve, as well as other programs.

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.

## Contact Person

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