Acknowledgement Guide

Below is a guide on how to acknowledge the Otago Community Trust's donation. This guide is to help you meet the requirement of your conditional letter to "our donation should be acknowledged appropriately, please advise us how you intend to do this".

Please contact us with your thoughts on how you would like to publicise our donation. Please note that the Otago Community Trust is not a sponsor and acknowledgements should recognise us as a supporter, for example "Proudly supported by the Otago Community Trust".

All donation recipients should if possible:

- Include an article featuring our logo in your newsletter (See guide to using logo).
- Give acknowledgement during launches or openings.
- Use of the Community Trust promotional flags at any launch or opening (See reverse).
- Acknowledgement of the Community Trust on your web sites and link to our web site www.oct.org.nz.
- The donation disclosed separately in your annual financial statements where possible.
- For large and significant donations a by-line included at bottom of emails from key staff "Proudly supported by the Otago Community Trust".

Below are some other helpful examples of how we have been acknowledged in the past:

Size of Donation	**Events and Festivals**	**Playgrounds and Track and Trails**	**Buildings, Extensions**	**Books and Publications (See manual)**	**Sporting and other associations**
Small Up to $25,000	The Community Trust listed in Program Brochure. Mention in publicity and media coverage.	Mention in publicity and media coverage.	Mention in publicity and media coverage.	Mention in publicity and media coverage. Acknowledgement in front of book eg insert "purchased with assistance of Otago Community Trust" card.	Mention in publicity and media coverage. Mention in competition programs.
Large Over $25,000	Acknowledgement in advertising. Signage incudes Community Trust's name and logo at venues. Logo on tickets and article in program.	Community Trust logo and name in signage.	Use of Community Trust Plaques (see resources below).		Signage at events. Mentioned on Programs and any other publicity activity.

Do not feel restrained to what is listed above, we welcome any of your suggestions.

Tel: 0800 10 12 40 or
Email: Carol Melville, Donations Manager, carol@oct.org.nz
Vanessa Gordon, Community Relations Adviser, Vanessa@oct.org.nz

Signage Resource Guide

1. Folding A frame double sided (tent style) (x 2)

Size: Height 65cm, Width 110cm, Depth 20cm

Support: None required

2. Large Rectangle Banner Flags (x2)

Size: Height 180cm, width 100cm

Support: Pole supplied and requires base (see 6 below)

3. Roll down banner (x1)

Size: 210cm height, 90cm width

Support: Has pole and needs a wall to support.

4. Tear Drop Style Flying Banners (x 2)

Size: 200cm height, 690cm max width

Support: Pole included that is suitable for sand, snow or earth.

Base required on hard surfaces.

5. Large Rectangle Banner Flags Colour (x5)

Size: Height 180cm, width 100cm

Support: Needs pole and base or able to be hung

6. Bases for banners (x 4) Poles (x2)

Size: Width 40cm max

7. Plaques

Size: 21cm height, 27.5cm length, 2cm depth

Support: Flat surface required

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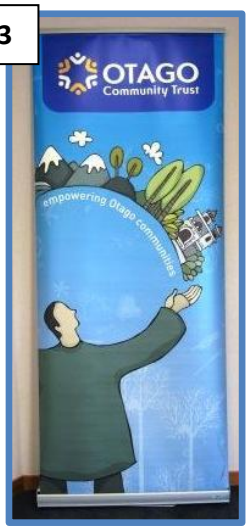

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