Trainer's Toolbox

Revised February 2012

OVC Can Help You
Put the Pieces Together

JUSTICE FOR VICTIMS
JUSTICE FOR ALL

Office for Victims of Crime

OVC

OVCTTAC

Trainer's Toolbox

Contents

Icebreakers and Introductory Activities

1. Nametag Mixer

▪ Distribute blank nametags or name tents and ask each participant to put his or her name on one.

▪ Ask them to list two words or brief phrases that tell two things about themselves (hobbies, home town/state, profession, etc.).

▪ After giving about 1 minute to complete their nametags, ask each person to find another person and discuss their tags.

▪ Every 2 minutes, tell participants to change partners.

▪ For a very small group, you could continue to do this until everyone has partnered up. With a larger group, just do this until a good portion of participants have met.

2. Pairs

▪ Prepare index cards--one card for each participant. Each card will have one word that is part of a familiar word pair. Examples of word pairs you can use are:

♦ Rise/Shine

♦ Bacon/Eggs

♦ War/Peace

♦ Black/Berry

♦ Sun/Moon

♦ Face/Book

♦ Apple/Banana

♦ [Add others, as needed.]

▪ You may have several cards with the same word pairs, depending on the number of participants, so make sure that you hand out index cards with corresponding words of the word pair. For example, you don't want to hand out three cards with ―Rise" and only one card with ―Shine."

▪ Give one index card to each participant. The goal is to match each participant with a partner.

▪ Ask partners to exchange information to respond to introductory questions:

♦ What is your name and where are you from?

- What is the name of the organization you work for? What do you do?

- What motivated you to work in the victim services field?

- What would you like to take away with you at the end of this training?

■ Modify the questions to suit your needs.

3. Speed Dating

The purpose of this activity is to use the concept of speed dating to encourage participants to meet as many people as possible in a short time and to learn simple facts about each other.

■ Ask participants to find someone they do not know and ask the following questions of each other:

- What is your name and where are you from?

- What is the name of the organization you work for?

- What motivated you to work in the victim services field?

- What would you like to take away with you at the end of this training?

■ After 3 minutes, call time and ask participants to find a new partner.

■ Repeat this two more times, so that participants have met four new people through this activity.

4. Scavenger Hunt

- Prepare and distribute a scavenger hunt sheet (example provided below).

- Ask participants to walk around the room seeking other people's names for each scavenger hunt fact. When they find a person who possesses the characteristic described in each scavenger hunt fact, they should write down the first name of that person.

  Each person is allowed to use another participant's name only one time, and they can use their own names once. Allow8 minutes to complete this activity.

Scavenger Hunt Fact	First Name
Example: Listens to jazz or blues	
Example: Has worked in victim services/an allied profession for 5+ years	

5. Introduction by Association

- Tell participants that they will be asked to introduce themselves to the group by standing up, stating their names and other introductory information, and selecting a personal characteristic that helps identify himself or herself, using the first letter of their name (e.g., *I'm jovial Jamal; I'm delightful Denise).*

6. Nametag Exchange

- As each participant enters the training room, present him or her with a different person's nametag.

- Explain that they should seek out the person whose nametag they are holding and introduce themselves.

7. Group Résumé

- Prepare and distribute a group résumé template (example provided below). Divide participants into groups of four to six.

- Ask them to put together a group résumé that includes their names, affiliations, years in the field, or other characteristics that you want to highlight. They should then determine three things they bring to the training and three things they want to take away from the training.

Name	Affiliation	Years in the Field
1. 2. 3. 4. 5. 6.		
Three Things We Bring to This Training		
1. 2. 3.		
Three Things We Want To Take Away from This Training		
1. 2. 3.		

8. Personality Plus

- Prepare a handout as follows:

    - My name is: _____

    - I work for: _____

    - I wish I could sing like: _____

    - My favorite saying is: _____

    - One interesting fact about me is:_____

- Distribute the handout to each participant and ask them to spend 3 minutes writing their answers. Go around the room and allow participants to introduce themselves by reporting their answers.

Alternate Activity: Instruct participants to mingle and find someone they do not know. Interview that person, using the interview questions, above. Then switch roles so the interviewee becomes the interviewer and vice versa. After participants have interviewed one another, ask each participant to briefly introduce his or her partner and describe their responses to the questions**.**

9. Personalized Collages

- Place a range of arts and crafts supplies (glitter, stickers, crayons, markers, glue, etc.), old magazines, scissors, and construction paper on each table.

- Ask participants to spend 10 minutes preparing a collage that describes who they are.

- Ask participants to introduce themselves and explain their collages.

10. Getting Acquainted Photos

- Distribute a Getting Acquainted Photo to each participant. Photos can be downloaded from the following sites:

    - http://www.copyrightfreephotos.com/

    - http://www.freedigitalphotos.net/

    - http://www.publicdomainpictures.net/ (model and property release does not convey, but you can use for nature and animal shots)

    - http://www.publicdomainpictures.net/

- Explain that each photo contains an image of an animal, an object, or a person, and that participants are to relate this image to their introduction in some way. Encourage them to be creative.

- Ask them to stand and provide the following information:

  - Name

  - Organization

  - Brief description of job

  - Years of experience

- Ask them to show their card and tell the group how their introduction is related to their image.

Closing Activities

1. Closing Circle

- Going table by table or in a large circle, ask each participant to express their final sentiments and share what they have learned during the training, the experiences they appreciated, and their future intentions.

- Instructors also should express their final thoughts after the participants have done so.

2. Taking It Home

- Ask participants to walk around the training room and review the information that has been posted on the tear sheets throughout the training. Allow them a few minutes to review the tear sheets.

- Ask participants to identify at least one new concept, learning point, or innovation they will take back from training.

- Ask volunteers to share the learning they will take back, and how they intend to implement their learning.

3. Final Questions and Concerns

The purpose of this activity is to provide participants with the final opportunity to raise questions or concerns.

- Ask participants to write on one index card: I still have a question about_____

- Ask participants to write on write on a second index card: I can answer a question about_____.

- At their tables, ask participants to select the most pertinent question and interesting answer from the cards of group members.

- Ask each table to report the question it has selected. Determine if anyone in the full group can answer the question. If not, the instructor should respond.

4. Four Quadrants Review

- Create the four quadrants on a tear sheet, with labels for each quadrant.

- Conduct a review of the training by asking for input into each of the four quadrants, described below.

  ♦ Quadrant 1: **Aha!** (where participants recognize ―light bulb" moments of insight).

- Quadrant 2: **Right on!** (where participants hear something that they want to emphasize or note something that is really important to them).

- Quadrant 3: **Murky waters!** (where participants note issues that are unresolved or unclear).

- Quadrant 4: **No way!** (where participants communicate about areas, ideas, or statements that they disagree with or do not believe are true).

5. **Activity: Let's Review**

The purpose of this activity is to review topics covered in the training.

- Post the prepared tear sheets with the module names on the wall.

- Break participants into small groups, one for each module on the tear sheets.

- Assign each group a tear sheet to start with. Have participants write everything they know about the modules on their assigned tear sheet.

- Allow participants 4–5 minutes; then have them move to the next tear sheet in a counter-clockwise direction.

- Repeat rotation until each group has worked on all tear sheets.

- Review tear sheets when time is up and answer questions as needed. Emphasize the amount of information participants learned during the training.

6. **Ball Review**

- During this activity, ask participants to state something they learned during the training.

- Toss out a soft, rubber ball to a participant; the participant responds to the question and then tosses the ball to another person.

7. **Game Show Ending**

- Prepare review questions and use the format of a popular game show, such as Jeopardy! or Family Feud to review information.

- Make sure you stick to the rules of the game in order to avoid confusion.

8. **Letter to the Supervisor**

- Pass out paper and envelopes.

- Ask participants to compose a letter to their supervisor. Include in the letter the most important skills, concepts, or issues they have learned; specific behavior or skills they plan to implement upon returning to work; and additional training they feel they need to do their job better.

- Ask volunteers to share highlights of their letters.

- Variation: participants write a letter to themselves, identifying how they are going to incorporate what they have learned from the training into their jobs. The instructors mail the letters to participants after a specified period of time has passed (e.g., 6 weeks).

9. Personal Learning Goals

This activity can be used if participants were asked to identify personal learning goals at the beginning of the training or prior to the training.

- At the end of the training, arrange the participants in a circle and ask them to tell the group what their goals were; how successful they were in reaching their goals (on a scale of one to five); reasons they did or did not reach their goals; and whether or not they were satisfied with the goals they set for themselves and why (or why not).

10. I Learned and I Plan To . . .

- Prepare a card or handout with the following unfinished statements: –I learned that I . . .”; –I relearned that I . . .”; –I discovered that I . . .”; –I noticed that I . . .”; –I was surprised that I . . .”; –I am disappointed that I . . .”; and –I plan to . . .”

- Ask participants to complete these statements. Ask some of them to share their statements; if there are more than 20 participants, this activity could be completed in small groups.

11. Paper Airplanes

- Pass out colored construction paper to participants; ask them to write their name, address, and phone number in the center of the paper.

- Participants build paper airplanes; when finished, they simultaneously toss the planes in the air.

- Participants pick up an airplane and are instructed to contact the person named on their plane within 90 days, discussing how they have incorporated ideas/skills learned in the training at their workplace.

Techniques for Dividing Groups

1. Place stickers (e.g., dots, stars) on participants' name tags to differentiate groups.

2. Divide the participants into two groups: those with less than five years' experience, and those with more than five years' experience.

3. Divide the participants by profession (e.g., law enforcement, victim services, corrections); then either keep them in ―like" groups or mix-and-match participants.

4. Ask participants to count off and form groups with those that share the same number. For example, if you want four groups, ask participants to count off (1, 2, 3, 4, 1, 2, 3, 4) until each person has a number.

5. Divide participants by table or row.

6. Ask participants to line up in date order according to the month and day of their birthday, starting with January 1. Break participants into the number of groups needed for a particular activity. For example, the first five people in the lineup would form group one, the next five people would form group two, etc.

Techniques for Selecting a Recorder and Reporter

In many group activities, the trainer will request that each group select a ―recorder" to write down the group's ideas and a ―reporter" to share the group's findings with the full groups. The following techniques can be used to provide structure to this process:

1. Designate the person who got up earliest today.

2. Designate the person who got up latest today.

3. Designate the person with the most years of experience in serving victims.

4. Designate the person with the least years of experience in serving victims.

5. Designate the person who came the furthest distance to the training site.

6. Designate the person who ate a certain type of food most recently.

7. Designate the person who has the birthday closest to today.

8. Designate the person who can first identify the year the Victims of Crime Act (VOCA) was authorized. (Answer: 1984)

9. Designate the person who is wearing a certain color.

10. Designate the person whose name begins with the letter closest to the beginning or end of the alphabet.

When using these techniques, you may want to allow the designated person to request another volunteer to fulfill the duties of ―recorder" or ―reporter" in order to ensure that no one is forced to assume a role he or she may find uncomfortable.

Tips for Using Audiovisual Aids

Tear Sheet Pads

- Make sure there is enough paper before you begin.

- Before starting your session, make sure the tear sheet pad stand is stable and that enough working markers are available.

- Have several, thick colored markers (thinner markers are difficult to view from a distance).

- Never use red, orange, or yellow ink, except for underlining/emphasis! These colors are difficult to see at a distance.

- Alternate two colored pens on each tear sheet (e.g., green/blue, black/purple.)

- When switching topics, also switch the two colors of pens you are using.

- Use as few words as possible—always print.

- Make your letters two inches high. Leave two inches between lines.

- Use the top two-thirds of the pad.

- Underscore key points by using lines, stars, underlining, boxes, and color.

- Use a pencil to record additional information related to the key points on the tear sheet. You will be able to read them, but they will not be visible to the participants.

- Recruit a volunteer to help hang completed sheets on the wall so as not to interrupt the training process. Have pre-cut strips of tape ready to facilitate this or use tear sheet pads that have adhesive on them, which simplify the process of hanging individual sheets on the wall.

- Tape pages on the wall to reinforce learning.

- If tear sheets are prepared and hung prior to the actual exercise or training activity, the information can be ―hidden until needed‖ by taping the bottom of the tear sheet slightly above the top (i.e., flipping it up to conceal the information).

Slides

- Don't overload your slides with too many graphics or too much text. A good rule for text is to limit your slides to five to seven words per line and five to seven lines per slide.

- Sans serif fonts, such as Arial, are very easy to read and work best for slides.

- Use bold and italics sparingly.

- Use at least 28-point font for text.

- Never use all uppercase letters; it will look like you are yelling at your audience.

- Make sure there is enough contrast between the background and the color of the text/graphics.

- Slides should contain key points of a lecture, not duplicate it.

- Keep language consistent from slide to slide.

- Patterns (in charts, etc.) can be difficult to discern on slides. Use different colors instead.

- Limit yourself to one major idea per slide.

Handouts

- If you hand out copies of computer-generated slides, don't print more than three slides per page.

- Make sure your handouts are neat. If possible, avoid ―copies of copies," which are messy and often difficult to read.

- Handouts should correspond with the content of the training. If you plan to include a great deal of extra information that you are not planning to address during the training, you might want to consider a supplementary packet of materials to distribute at the end of the training.

- Use at least a 12-point font to ensure legibility.

- To make handouts eye-catching, use a serif font, such as Times New Roman, for the body text and a sans serif font, such as Arial, for headings.

DVDs

The following site provides movie clips that can be incorporated into PowerPoint slides: www.Wingclips.com. Please note the License Agreement for use.

- Ensure the monitor can be seen and heard by all participants.

- Avoid long segments; 15 minutes or less is a good guideline.

- Be mindful of copyrights. Commercial films are protected by copyright laws and should not be used without permission.

- Familiarize yourself with the equipment. If you are renting it, it is likely to be unfamiliar to you. Test the DVD before participants arrive.

- Make sure the DVD is cued to the appropriate spot.

- If you are planning to use closed captioning, make sure the video monitor can read encoded DVDs.

Sample Evaluation Form

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
1. The training environment was comfortable.	1	2	3	4	5	NA
2. The training materials were helpful.	1	2	3	4	5	NA
3. The length of the training was appropriate for the amount of material discussed.	1	2	3	4	5	NA
4. The goal(s) and objectives of the training were clearly stated.	1	2	3	4	5	NA
5. As a result of this training, I can: _____ [*Note:* Insert a specific objective for your training.]	1	2	3	4	5	NA
6. As a result of this training, I can: _____ [*Note:* Insert a specific objective for your training.]	1	2	3	4	5	NA
7. As a result of this training, I can: _____ [*Note:* Insert a specific objective for your training.]	1	2	3	4	5	NA
8. The trainer presented information clearly.	1	2	3	4	5	NA

Additional comments about the trainer:

Additional comments about this training:

Sample Followup Evaluation Form

Now that I've returned to work . . .

This is what worked:

This is what happened when I tried it:

This is what did not work:

This is what happened when I tried it:

This is what would have been helpful in the training session:

Coordination Checklist

☐   Notify participants of the date(s), time(s), and location of the training.

☐   Give participants directions for the location of the training as well as parking and public transportation options.

☐   Develop a participant sign-in sheet.

☐   Ensure that the training room is accessible to those with special needs.

☐   Confirm/arrange the availability of any necessary audiovisual equipment and sufficient electrical outlets and appropriate cords.

☐   Confirm all details with your onsite contact (if you are at a hotel or similar facility).

☐   Prepare any premade tear sheets.

☐   Make copies of all participant materials. Make a few extra, just in case.

☐   Arrive at least one hour early. If you are using a hotel or other facility, make sure the training room and/or building is unlocked at the appropriate time.

☐   Touch base with your onsite contact (if you are at a hotel or similar facility).

☐   Make sure you have all of your materials and equipment.

☐   Check that the room is arranged in a format that supports interaction among participants. Rearrange if necessary.

☐   Check the room temperature and lighting.

☐   Check/set out refreshments. Remember to provide vegetarian and kosher options, depending on what you are serving.

☐   Check laptop connections, overhead projector, and all other audiovisual equipment.

☐   Display welcoming slide or tear sheet.

☐   Place your agendas and participant materials at each seat or at a check-in table.

☐   Locate the nearest restrooms, telephones, water fountains, and emergency exits.

☐   Have back-up plans! Have a back-up disk, an extra overhead bulb, an extra videotape, cell phone numbers for emergency/facility contacts, etc.

Web Sites for Victim Service Providers

The advent of information technologies, especially the enormous growth of the Internet, has changed the way in which information about crime victims' issues is being made available to researchers, advocates, and practitioners. Today, victims and victim service providers can instantly access an enormous amount of information specific to their needs, including the latest research findings, statistical reports, program descriptions, grant and funding sources, evaluations on victim issues, promising practices, and referrals to professional organizations in the victim serving community.

National Criminal Justice Reference Service

www.ncjrs.gov

Administered by the U.S. Department of Justice, the National Criminal Justice Reference Service (NCJRS) provides crime, victim assistance, substance abuse, and public safety information to support research, policy, and program development worldwide. Trained content specialists are available to respond to inquiries and direct individuals to appropriate resources. Additional services include:

- 24-hour access to view and order OVC and other agency publications and resources online.

- A searchable knowledge base of more than 125 victim-related questions and answers.

- A database of upcoming events.

- An online Library and searchable Abstracts Database, featuring over 30,000 victim-related documents.

- Justice Information (JUSTINFO) electronic newsletter containing agency resources, events, funding opportunities, and more.

NCJRS Contact Information:

Phone: 1-800-851-3420 or 301-519-5500 (TTY 1-877-712-9279)

Online E-mail Contact Form: www.ncjrs.gov/App/ QA/SubmitQuestion.aspx

OVC Resource Center (OVCRC)

www.ojp.gov/ovc/resourcecenter/index.html

The Office for Victims of Crime Resource Center (OVCRC) at the National Criminal Justice Reference Service (NCJRS) is a comprehensive repository of information for crime victims and victim service providers.

With online services accessible 24 hours-a-day, OVCRC/NCJRS is the central clearinghouse for crime victim publications and reports from all OJP agencies: the Office for Victims of Crime, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Bureau of Justice Statistics, and the Bureau of Justice Assistance. OVCRC/NCJRS also disseminates information from the National Institute of Corrections.

OVCRC Contact Information:

Phone: 1-800-851-3420 or 301-519-5500 (TTY 1-877-712-9279)

Online E-mail Contact Form: http://ovc.ncjrs.gov/askovc

Order publications and resources online at:

www.ncjrs.gov/App/Publications/AlphaList.aspx

OVC Training and Technical Assistance Center (OVC TTAC)

www.ovcttac.gov

The Office for Victims of Crime Training and Technical Assistance Center coordinates a unique learning community focused on strengthening the capacity of victim assistance organizations across the country. In addition to providing customized training assistance and consulting services, OVC TTAC develops and implements trainings held across the United States throughout the year as well as the National Victim Assistance Academy, an intensive 1-week curriculum with separate tracks to meet the needs of service providers at all levels. Organizations can request an OVC training to be delivered to their region.

OVC TTAC draws on the expertise of a network of consultants and seasoned victim service professionals with first-hand experience in designing and delivering customized responses to satisfy a variety of training and technical assistance needs. From its comprehensive database of experts, OVC TTAC provides developmental support, mentoring, and facilitation in such areas as program design and implementation, strategic planning, program management, evaluation, quality improvement, collaboration, and community coordination. OVC TTAC also supports the victim services community by providing technical assistance to the State Victim Assistance Academies, professional development and victim/survivor scholarships, and state and national conference support programs.

OVC TTAC Contact Information:

Phone: 866-OVC-TTAC/866-682-8822

(TTY 866-682-8880)

E-mail: ttac@ovcttac.org

OVC TTAC has several online resources for victim service professionals.

Ethics in Victim Services

www.ovcttac.gov/ethics

This downloadable training explores common ethical conflicts and their resolutions using ethical standards and decisionmaking processes. The goal of the training is to increase self-awareness and understanding of how personal attitudes and beliefs influence responses to victims of crime. The training is meant for anyone interested in learning about common ethical conflicts in providing victim services and some possible resolutions.

Sexual Assault Advocate/Counselor Training (SAACT)

www.ovcttac.gov/saact

The SAACT is an OVC online, downloadable curriculum, which uses case studies, role playing, slides, vignettes, and other interactive exercises to help practitioners increase their understanding of sexual assault and gain the skills needed to assist victims of sexual assault.

Victim Impact: Listen and Learn

www.ovcttac.gov/victimimpact

This downloadable curriculum is geared toward helping offenders become more aware of the impact that crime has on victims so they can take responsibility for their actions and begin to make amends.

Victim Assistance Training Online (VAT *Online*)

www.ovcttac.gov/vatonline

The OVC Victim Assistance Training *Online* (VAT *Online*) is a 35–40 hour basic victim advocacy Web-based training program that offers victim service providers and allied professionals the opportunity to acquire the basic skills and knowledge they need to better assist victims of crime. Specific information is also provided to meet the needs of target populations.

Identity Theft Victim Assistance Online Training: Supporting Victims' Financial and Emotional Recovery

www.ovcttac.gov/identitytheft

This e-learning training is a user-friendly tool that provides victim service providers and allied professionals with the knowledge and skills they need to more effectively serve victims of identity theft, and assist with their financial and emotional recovery. The training includes a reference library where participants can view information on types of identity theft, the various forms and paperwork that may need to be completed, referral agencies and resources, and information on victims' rights. Three case studies also are included, and each case study highlights different forms of identity theft. Participants interact with the victim in their role as a victim advocate during each phase of recovery.

OVC Online Directory of Crime Victim Services

http://ovc.ncjrs.gov/findvictimservices

The OVC Online Directory of Crime Victim Services helps crime victims and service providers locate non-emergency services in the United States and abroad. Add your program to the Directory and increase your program profile with providers and crime victims.

OVC National Calendar of Events

http://ovc.ncjrs.gov/ovccalendar

OVC's online calendar lists upcoming conferences, workshops, and notable victim assistance-related events. A special feature allows service providers and allied professionals to add their organizations' events to the calendar.

OVC HELP for Victim Service Providers Web Forum

http://ovc.ncjrs.gov/ovcproviderforum

The OVC Web Forum gives victim service providers and allied professionals a unique opportunity to tap into a national support network, learn about cutting-edge issues and best practices, and gain peer insight through shared challenges and experiences. Through the guest host series, OVC makes national experts available each month to answer questions on a timely topic.

National Center for Victims of Crime Web Site

www.ncvc.org

This national resource and advocacy organization that supports victims of crime and those who serve them provides more than 80 online ―Get Help" bulletins on victim-specific issues, outreach materials on a wide range of topics, and dozens of reports and resources for victim service providers and allied professionals, including the new report ―Making Restitution Real: Five Case Studies on Improving Restitution Collection," funded by the Office for Victims of Crime. The Web site also features practice and legislative information for victim service providers; the Stalking Resource Center and the Youth Initiative, dedicated resources areas on stalking and crimes against youth; and national and regional training opportunities.

VictimLaw

www.victimlaw.info

VictimLaw is a unique and groundbreaking resource offering the first comprehensive, online database of more than 18,000 victims' rights-related legal provisions, including: federal and state victims' rights statutes, tribal laws, constitutional amendments, court rules, administrative code provisions, attorney general opinions, and case summaries of related court decisions. This user-friendly tool is available free of charge and provides instant access to a wide range of previously hard-to-find, regularly updated legal information.

Roster of Victim- and Justice-Related URLs Revised 1/2012

Federal Agencies/Resources

Bureau of Justice Assistance	www.ojp.usdoj.gov/BJA
Bureau of Justice Statistics	www.ojp.usdoj.gov/
Center for Substance Abuse Prevention	www.samhsa.gov/about/csap.aspx
Center for Substance Abuse Treatment	www.samhsa.gov/about/csat.aspx
Uniform Crime Reports	www.fbi.gov/about-us/cjis/ucr/ucr
National Archive of Criminal Justice Data	www.icpsr.umich.edu/NACJD
National Clearinghouse for Alcohol and Drug Information	http://ncadi.samhsa.gov/
National Criminal Justice Reference Service	www.ncjrs.org/
National Institute of Corrections	www.nicic.org
National Institute of Justice	www.ojp.usdoj.gov/nij
National Institute on Alcohol Abuse and Alcoholism	www.niaaa.nih.gov
National Institute on Drug Abuse	www.drugabuse.gov
National Sex Offender Registry	www.nsopr.gov
Office for Victims of Crime	www.ovc.gov/
Office of Justice Programs	www.ojp.usdoj.gov
Office of Juvenile Justice and Delinquency Prevention	www.ojjdp.gov/
Office on Violence Against Women	www.ovw.usdoj.gov/
U.S. Department of Health and Human Services Grants and Funding	www.hhs.gov/grants/index.shtml
U.S. House of Representatives Victims' Rights Caucus	http://vrc.poe.house.gov

National Victim-Related Organizations

American Bar Association Center on Children and the Law	www.americanbar.org/groups/child_law.html
Commission on Domestic and Sexual Violence	wwww.americanbar.org/groups/domestic_violence.html
Commission on Law and Aging	wwww.americanbar.org/groups/law_agin.html
American Humane Association	www.americanhumane.org
American Professional Society on the Abuse of Children	www.apsac.org/
Anti-Defamation League	www.adl.org/
Asian Task Force Against Domestic Violence	www.atask.org/
Battered Women's Justice Project	www.bwjp.org/
Child Abuse Prevention Network	http://child-abuse.com/
Child Quest International	www.childquest.org/
Child Welfare Information Gateway	www.childwelfare.gov/
Child Welfare League of America	www.cwla.org/
Childhelp USA	www.childhelpusa.org/
Institute on Domestic Violence in the African American Community	www.dvinstitute.org/
Institute on Violence, Abuse and Trauma	www.ivatcenters.org/
Justice Solutions	www.justicesolutions.org/
Mothers Against Drunk Driving	www.madd.org/
National Alliance for Drug Endangered Children	www.nationaldec.org/

National Alliance to End Sexual Violence	www.naesv.org/
National Association of Crime Victim Compensation Boards	www.nacvcb.org/
National Association of Social Workers	www.socialworkers.org/
National Association of VOCA Assistance Administrators	www.navaa.org/
National Center for Missing and Exploited Children	www.missingkids.com
National Center for Victims of Crime	www.ncvc.org/
National Center on Elder Abuse	www.ncea.aoa.gov/
National Children's Alliance	www.nca-online.org/
National Coalition against Domestic Violence	www.ncadv.org/
National Court Appointed Special Advocates Association	www.nationalcasa.org/
National Crime Victim Law Institute	www.lclark.edu/org/ncvli/
National Crime Victims Research & Treatment Center	www.musc.edu/cvc
National Fraud Information Center	www.fraud.org/
National Insurance Crime Bureau	www.nicb.org
National MultiCultural Institute	www.nmci.org
National Network to End Domestic Violence	www.nnedv.org
National Organization Against Male Sexual Victimization	www.malesurvivor.org
National Organization for Victim Assistance	www.trynova.org
National Organization of Parents Of Murdered Children	www.pomc.com
National Resource Center on Domestic Violence	www.nrcdv.org
National School Safety Center	www.schoolsafety.us
National Sexual Violence Resource Center	www.nsvrc.org
National Victim Assistance Academy (OVC)	www.ojp.usdoj.gov/ovc/assist/vaa.htm
National Victims' Rights Constitutional Amendment Network	www.nvcap.org
National Violence Against Women Prevention Research Center	www.vawprevention.org
Parents for Megan's Law	www.parentsformeganslaw.com
Prevent Child Abuse America	www.preventchildabuse.org
Rape, Abuse & Incest National Network	www.rainn.org
Safe NOW Project, Inc.	http://safenowproject.org
Security on Campus, Inc.	www.securityoncampus.org
Stalking Resource Center	www.ncvc.org/src
Voices for America's Children	www.childadvocacy.org
Witness Justice	www.witnessjustice.org

National Associations: Criminal and Juvenile Justice and Public Policy-Related Associations

American Correctional Association	www.aca.org
American Correctional Health Services Association	www.corrections.com/achsa
American Council for Drug Education	www.acde.org
American Jail Association	www.corrections.com/aja
American Judges Association	http://aja.ncsc.dni.us
American Probation and Parole Association	www.appa-net.org
American Youth Policy Forum	www.aypf.org

Association for Conflict Resolution	www.acrnet.org
Association of Paroling Authorities International	www.apaintl.org
Association of State Correctional Administrators	www.asca.net
Balanced and Restorative Justice Project	www.ojjdp.gov/pubs/implementing/about.html
Capital Restorative Justice Project	www.capitalrestorativejusticeproject.org
Center for Court Innovation	www.communityjustice.org
Center for Juvenile & Criminal Justice	www.cjcj.org
Center for Restorative Justice & Peacemaking	http://rjp.umn.edu
Center for Sex Offender Management	www.csom.org
Coalition for Juvenile Justice	www.juvjustice.org
Community Anti-Drug Coalitions of America	www.cadca.org
Community Policing Consortium	www.communitypolicing.org
Correctional Education Association	www.ceanational.org
Council of State Governments	www.csg.org/
Governors Highway Safety Association	www.ghsa.org
Higher Education Center for Alcohol, Drug Abuse, and Violence Prevention	www.edc.org/hec
Institute for Law and Justice	www.ilj.org
International Association of Campus Law Enforcement Administrators	www.iaclea.org
International Association of Chiefs of Police	www.theiacp.org
International Association of Reentry	www.iarreentry.org/
Join Together	www.jointogether.org
National Association for Community Mediation	www.nafcm.org
National Association for Court Management	www.nacmnet.org
National Association of Attorneys General	www.naag.org
National Association of Counties	www.naco.org
National Association of Drug Court Professionals	www.nadcp.org
National Association of Police Organizations	www.napo.org
National Association of State Alcohol & Drug Abuse Directors	www.nasadad.org
National Association of State Judicial Educators	http://nasje.org/
National Association of Women Judges	www.nawj.org
National Center for Neighborhood Enterprise	www.cneonline.org
National Center for State Courts	www.ncsc.org/
National Center on Addiction and Substance Abuse	www.casacolumbia.org
National Conference of State Legislatures	www.ncsl.org
National Consortium for Justice Information and Statistics	www.search.org/
National Council of Juvenile and Family Court Judges	www.ncjfcj.org
National Criminal Justice Association	www.ncja.org
National District Attorneys Association	www.ndaa.org/
National Governors Association	www.nga.org
National Indian Justice Center	www.nijc.org
National Judicial College	www.judges.org
National Law Enforcement and Corrections Technology Center	www.nlectc.org

National League of Cities	www.nlc.org
Mental Health America	www.nmha.org
National Partnership for Juvenile Services	www.njcsa.org/
National Organization of Black Law Enforcement Executives	www.noblenatl.org
National Sheriffs' Association	www.sheriffs.org
Partnership for a Drug-Free America	www.drugfree.org/
Police Executive Research Forum	www.policeforum.org
Police Foundation	www.policefoundation.org
Restorative Justice Online	www.restorativejustice.org
Southern Poverty Law Center	www.splcenter.org
State Justice Institute	www.sji.gov/
Victim Offender Mediation Association	www.voma.org

Other Victim Resources

Alliance for Justice	www.afj.org
American Psychological Association	www.apa.org
Children's Institute Inc.	www.childrensinstitute.org
Communities Against Violence Network	www.cavnet2.org
The Compassionate Friends	www.compassionatefriends.com
Corporate Alliance to End Partner Violence	www.caepv.org
Hope for Healing	www.hopeforhealing.org/
International Society for Traumatic Stress Studies	www.istss.org
International Victimology Institute Tilburg	www.victimology.nl
Internet Crime Complaint Center	www.ic3.gov
Joint Center on Violence and Victim Studies	www.washburn.edu/ce/jcvvs/
Justice for All	www.jfa.net
National Center for PTSD	www.ncptsd.va.gov
National Committee for the Prevention of Elder Abuse	www.preventelderabuse.org/
Pace Women's Justice Center	www.law.pace.edu/bwjc
Post Trauma Resources	www.posttrauma.com
Safe Horizon (New York City region)	www.safehorizon.org
Security On Campus	www.securityoncampus.org
Sexual Assault Nurse Examiner	www.sane-sart.com
Sexual Assault Response Team	www.sane-sart.com
The Stalking Victim's Sanctuary	www.stalkingvictims.com
Stop Bullying Now	stopbullying.gov/
Victim Assistance Online	www.vaonline.org
Violence Policy Center	www.vpc.org

Legal Research/Resources

Findlaw	www.findlaw.com
National Crime Victim Law Institute	www.lclark.edu/org/ncvli
Victim Law	www.victimlaw.info/victimlaw/
WashLaw Legal Research on the Web	www.washlaw.edu

Additional Resources

U.S. Equal Employment Opportunity Commission	www.eeoc.gov
U.S. Department of Health and Human Services: Office of Refugee Resettlement	www.acf.hhs.gov/programs/orr
U.S. Department of Health and Human Services: Rescue and Restore	www.acf.hhs.gov/trafficking
U.S. Department of Homeland Security: Human Trafficking	www.dhs.gov/files/programs/ humantrafficking.shtm
National Human Trafficking Resource Center	www.polarisproject.org
Anti-Human Trafficking Task Force Strategy and Operations e-Guide	www.ovcttac.gov/TaskForceGuide/ EGuide/Default.aspx

Federal and National Toll-Free Information and Referral Resources

AGENCY	TOLL-FREE TELEPHONE NUMBER AND TTY	HOURS OF OPERATION	WEBSITE URL
FEDERAL GOVERNMENT RESOURCES			
Bureau of Indian Affairs Indian Country Child Abuse Hotline	800-633-5155	24/7/365	www.doi.gov/bureau-indian-affairs.html
Child Welfare Information Gateway	800-394-3366	Monday – Friday 8:30 am – 5:30 pm EST	www.childwelfare.gov/
Federal Trade Commission Identity Theft Hotline	877-ID-THEFT	24/7/365	www.ftc.gov/bcp/edu/microsites/idtheft/
National Clearinghouse for Alcohol and Drug Information	800-729-6686 TDD Hotline 800-487-4889 Español 877-767-8432	24/7/365	http://ncadi.samhsa.gov/
National Criminal Justice Reference Service (Office for Victims of Crime, Justice Statistics Clearinghouse, and Juvenile Justice Clearinghouse)	800-851-3420 TTY 877-712-9279	Monday – Friday 10 am – 6:00 pm EST	www.ncjrs.gov
National Human Trafficking Resource Center	888-3737-888	24/7/365	www.polarisproject.org/what-we-do/national-human-trafficking-hotline/the-nhtrc/overview
Office for Victims of Crime Training and Technical Assistance Center	866-OVC-TTAC TTY 866-682-8880	Monday – Friday 8:30 am – 5:00 pm EST	www.ovcttac.gov

INTERNATIONAL AND NATIONAL NONPROFIT ORGANIZATIONS' VICTIM ASSISTANCE			
American Domestic Violence Crisis Line (for American citizens victimized abroad)	1-866-USWOMEN	Monday – Friday 9:00 a.m. to 11:00 p.m., PST	www.866uswomen.org
APPRISS (provider of the VINE and SAVIN services)	800-816-0491 TTY 866-847-1298	24/7/365	www.appriss.com
Battered Women's Justice Project	800-903-0111	Monday – Friday 8:30 am – 4:30 pm CST	www.bjwp.org
Childhelp USA National Hotline	800-4-A-CHILD TDD 800-2-A-CHILD	24/7/365	www.childhelp.org
Health Resource Center on Domestic Violence	888-792-2873	Monday – Friday 9:00 am – 5:00 pm PST	www.endabuse.org
Mothers Against Drunk Driving (general)	800-GET-MADD	Monday – Friday 8:00 am – 5:00 pm CST	www.madd.org
MADD Victim/Survivor Helpline	877-MADD-HELP (877-623-3435)	24/7/365 English and Spanish	www.madd.org
National Center for Missing and Exploited Children	800-843-5678 TDD 800-826-7653	24/7/365	www.missingkids.com
National Center for Victims of Crime	800-FYI-CALL TTY 800-211-7996	Monday – Friday 8:30 am – 8:30 pm EST	www.ncvc.org
National Children's Alliance	800-239-9950	Monday – Friday 9:00 am – 5:00 pm EST	www.nca-online.org
National Crime Prevention Council	800-NCPC-911	Monday – Friday 8:00 am – 4:30 pm EST	www.ncpc.org
National Domestic Violence Hotline	800-799-SAFE TTY Hotline 800-787-3224	24/7/365	www.ndvh.org/help/index.html
National Organization for Victim Assistance	800-TRY-NOVA	24/7/365	www.trynova.org
National Organization of Parents Of Murdered Children, Inc.	888-818-POMC	Monday – Friday 8:00 am – 5:00 pm EST	www.pomc.com
National Resource	800-537-2238	Monday – Friday	www.nrcdv.org/

INTERNATIONAL AND NATIONAL NONPROFIT ORGANIZATIONS' VICTIM ASSISTANCE			
Center on Domestic Violence	TTY Hotline 800-553-2508	8:00 am – 5:00 pm EST	
National Resource Center to End Violence Against Native Women	877-733-7623	Monday – Friday 8:00 am – 5:00 pm CST	www.sacred-circle.com/
National Sexual Violence Resource Center	877-739-3895 TTY 717-909-0715	Monday, Thursday, Friday 9:00 am – 5:00 pm EST Tuesday and Wednesday 9:00 am – 8:00 pm EST	www.nsvrc.org/
National Teen Dating Abuse Helpline	866-331-9474 TTY 866-331-8453	24/7/365	www.loveisrespect.org
Rape, Abuse & Incest National Network	800-656-HOPE	24/7/365	www.rainn.org
Resource Center on Child Custody Protection	800-527-3223	Monday – Friday 8:00 am – 5:00 pm PST	www.ncjfcj.org