



# Your Act Belong Commit partnership

PARTNERSHIP SUPPORT KIT

This resource was prepared by:  
Act Belong Commit  
Curtin University  
Bentley WA

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### **Feedback**

Any feedback related to this document should be emailed to:  
[actbelongcommit@curtin.edu.au](mailto:actbelongcommit@curtin.edu.au)



## Dear **Act Belong Commit Partner**

Thank you for joining the Act Belong Commit program. We are delighted to welcome you into the growing and diverse family of Act Belong Commit Partners. It is a family that includes local governments, peak bodies, schools and hundreds of small grass-roots community groups. What all our Partners have in common is a desire to support people's mental health and wellbeing.

As an Act Belong Commit Partner you are now licensed to use the Act Belong Commit message, brand, and our many resources. We trust that you will show your support for our campaign, share our message with others and provide opportunities for people to be active, connect with others and engage in meaningful activities.

This document is intended to help you make the most of your partnership and provides a step-by-step guide to being a Partner. It sets out the things we ask all our partners to do and explains how to access our various resources.

While this is a useful starting point for a new Partner, we hope you will also find other ways to integrate Act Belong Commit into your activities. Our Partnership Team is always ready to help you on tasks such as designing posters, banners and other items.

Thank you again for joining us and becoming our newest Partner. We look forward to working with you to support the mental wellbeing of Western Australians.

**Associate Professor Christina Pollard**  
**Director**  
**Mentally Healthy WA**  
**Curtin University**

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All content within this document can be found within the Partner Portal on the Act Belong Commit website [actbelongcommit.org.au/partnerportal](http://actbelongcommit.org.au/partnerportal)

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**Act Belong Commit**

**partnership agreement**

**overview**

# Partnership Agreement

## Overview and annual requirements

### FAQs about the licence agreement

#### Who is this partnership agreement between?

This agreement is between the Act Belong Commit partner organisation and Curtin University (Act Belong Commit).

#### Is this a legal document?

The Licence Agreement is a legal document which formally licences the partner organisation to use the Act Belong Commit brand and other assets.

#### When does the agreement become 'live'?

The agreement will commence as soon as the document has been completed and signed by your organisation.

#### How long does the agreement last?

The agreement will be in place until 30 December 2025.

### Requirements of all Partners

To ensure Partners align with Act Belong Commit's purpose of promoting and facilitating good mental health and wellbeing, a number of minimum requirements need to be met by our Partners.

These are described within the Act Belong Commit Policy position: *Minimum health policy* requirements for the purposes of enhancing health promotion outcomes.

All Partners are encouraged to create practices that work towards whole of community inclusivity. Partners are also encouraged to implement environmental provisions including recycling, minimal use of plastics, etc.

### Annual requirements

Mentally Healthy WA uses a variety of data to measure and evaluate the impact of the Act Belong Commit campaign and report to campaign funders.

Twice yearly Partners are required to complete a short online survey to report on how the Act Belong Commit brand and message has been promoted. Mentally Healthy WA will provide an electronic link to complete the questionnaire no later than 20 business days before the completion deadline.

#### Key dates

##### 1 June (or nearest business day)

Partners receive email with link to survey

##### 30 June (or nearest business day)

Deadline for Partners to complete survey

##### 10 December (or nearest business day)

Partners receive email with link to survey

##### 10 January of following year

##### (or nearest business day)

Deadline for Partners to complete survey





**Incorporating  
Act Belong Commit  
into your  
organisation**

# How will Act Belong Commit support you...

**We want to make it as easy as possible for you to be an active Act Belong Commit® Partner. During the term of our partnership we will:**

Add your organisation's logo to the Act Belong Commit® website with a link to your website or Facebook page.

Authorise your organisation to use the Act Belong Commit® brand.

Provide access to a range of Act Belong Commit® resources that can promote the mental health benefits of specific events and activities.

Train you in ways to promote the Act Belong Commit® message and support you through webinars and other professional development.

Communicate regularly with you through a dedicated Partner newsletter.

Promote your organisation's services, events and activities on the Act Belong Commit® Activity Finder.

Provide access to the Act Belong Commit® partner Facebook group so you can network with other partners.



# How can your organisation support Act Belong Commit?

Our partners support Act Belong Commit® in countless ways. Below are some of the ways Partner organisations can share the Act Belong Commit® message over the term of the partnership period. Although some actions are required of all Partners, this document will assist Partners to implement the others.

## Required

Add the Act Belong Commit® logo to your website with a link to [actbelongcommit.org.au](http://actbelongcommit.org.au)

Add your organisation to the Act Belong Commit® Activity Finder.

Promote your organisation's Activity Finder with the provided A3 poster.

## Online tools

Add any relevant activities and events to the Act Belong Commit® Activity Finder.

Promote the Act Belong Commit® Mental Wellbeing Quiz to encourage individuals to check in on their mental wellbeing.

## Co-branding (message/logo)

Include the Act Belong Commit® logo on your promotional materials (such as posters or social media posts) when promoting your organisation, activities or events.

Use the Act Belong Commit® message when promoting your organisation, activities or events.

Include an Act Belong Commit® message in email signatures.

## Social media

Follow Act Belong Commit® on social media (Facebook and/or Instagram).

Tag @actbelongcommit in relevant social posts.

Promote your organisation's Activity Finder listing/s on social media.

## Printed resources

Display an Act Belong Commit® partner decal (sticker) or other Act Belong Commit signage.

Display Act Belong Commit® paper-based materials.

## Promote mental wellbeing

Using a mental wellbeing message to promote your organisation.

Support the Act Belong Commit® initiatives (such as Active August).

# Adding the Act Belong Commit® logo to a website

The Act Belong Commit logo is well-recognised and strongly associated with good mental health and wellbeing.

Displaying the Act Belong Commit logo on your website shows your organisation is endorsed by Act Belong Commit and your activities or events support mental wellbeing. It also shows support for the campaign, and your organisation's commitment to promoting positive mental health.

Please make sure the original Act Belong Commit logo (pre-2021) is replaced with the new logo.

## How to download Act Belong Commit logos

1. Download our range of logos from the Act Belong Commit Partner Portal.
2. Choose the logo which best suits the background of your website (see quick reference guide)
3. Make sure the logo is clear and easily visible. Please do not rotate, skew, adjust the proportions or change the colours of the Act Belong Commit logo. For tips use the style guide.



4. You might like to include a few words explaining your partnership with Act Belong Commit (we can provide some wording if you need this) - see City of Armadale example.

## Tips on choosing the correct logo for your website

The .png version is the best file format to use as it has a transparent background. A JPEG has a white box behind so is best suited for websites where the logo will sit on a white background.



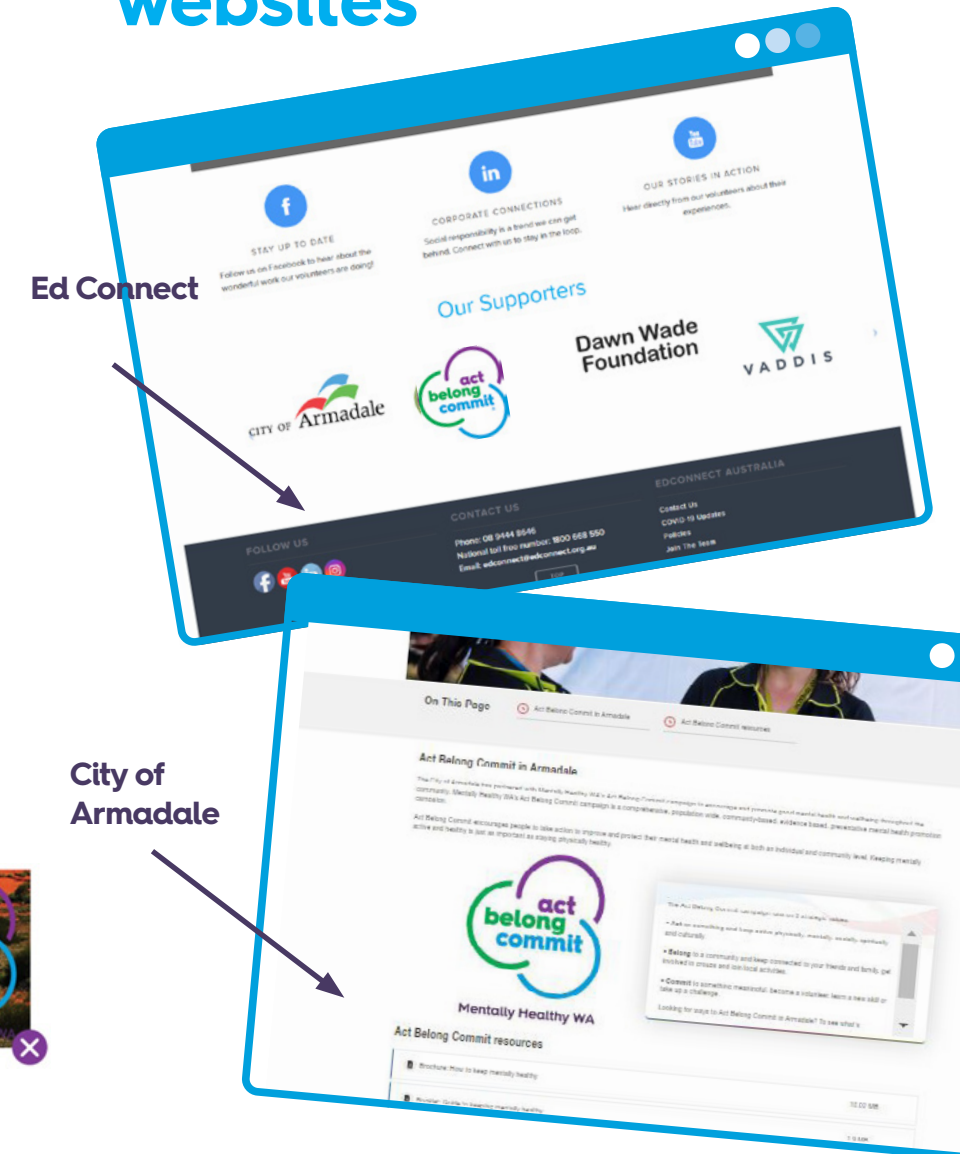
If the website has a white background use the 'full colour' version of our logo.



If it is a coloured or patterned background use the 'reversed out' version of our logo.



## Examples of logos on existing Partner websites



## Promote your organisation's Activity Finder listing with the provided A3 poster.

Drive more people to your listing on the Act Belong Commit Activity Finder using our free promotional poster.

Act Belong Commit regularly promotes the Activity Finder in the media, so make sure you let people know it's where they can find details of the events and activities your organisation offers. Using the poster promotes both your organisation and the Activity Finder.

## How to order the poster, and where to display the poster

All Partners are provided a poster promoting the fact they have a listing on the Act Belong Commit Activity Finder, however additional copies can be ordered .

Posters can be used in:

- In reception areas
- Behind toilet doors
- In change rooms

## How to order additional copies of the A3 poster

You can order additional copies using the interactive Resource Order Form which can be downloaded from the Resources page on the Partner Portal



The A3 poster

## Adding your organisation to the Act Belong Commit® Activity Finder

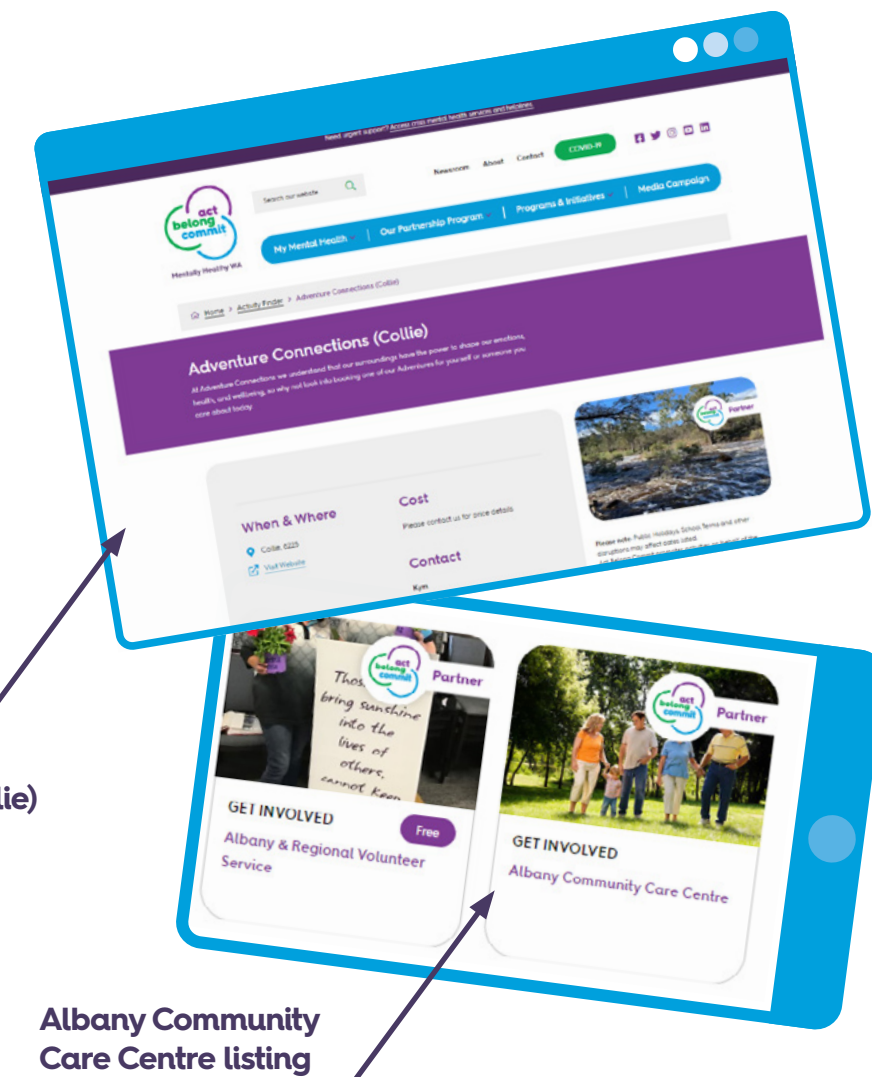
The Act Belong Commit Activity Finder is a popular online tool that allows people to search for mentally healthy activities and events. Every day it helps people find new ways to be active, connect with others and get involved in something meaningful.

It is a platform for all Partners to promote themselves. Users of the Activity Finder can search by location and interest (e.g. 'dance', 'craft', 'sport') and an organisation's listing will be seen by thousands of people a month.

## Steps adding your organisation to the Activity Finder

1. Open the Act Belong Commit Activity Finder tool - see the button on the homepage of the website [actbelongcommit.org.au]
2. Under the activity search bar, click on the link to submit your activity. ('Do you have an activity/event you would like to promote on our Activity Finder? Click here to find out how.')
3. In the 'Title of activity' field enter the name of your organisation, and provide a brief description of what your organisation does.
4. Make sure you select that you are an Act Belong Commit Partner. And be sure to upload your organisation's logo.
5. Continue to fill out the rest of the form (use the instruction sheet to help), making sure that all necessary fields are completed.
6. Add an image to promote your organisation. TIP - Make sure your image is high resolution and landscape.
7. Choose the relevant categories and tags that best describe your organisation (this is how people search or filter the listings)
8. Review your details and ensure that all information is correct.
9. Click on the 'Completed' button.
10. Once the listing is published on the Activity Finder the an email notification will be sent to the contact email address provided.
11. Once your activity is published, it will be visible to the public on the Activity Finder!

## Example of listing by existing Partners



Adventure Connections (Collie) listing

Albany Community Care Centre listing



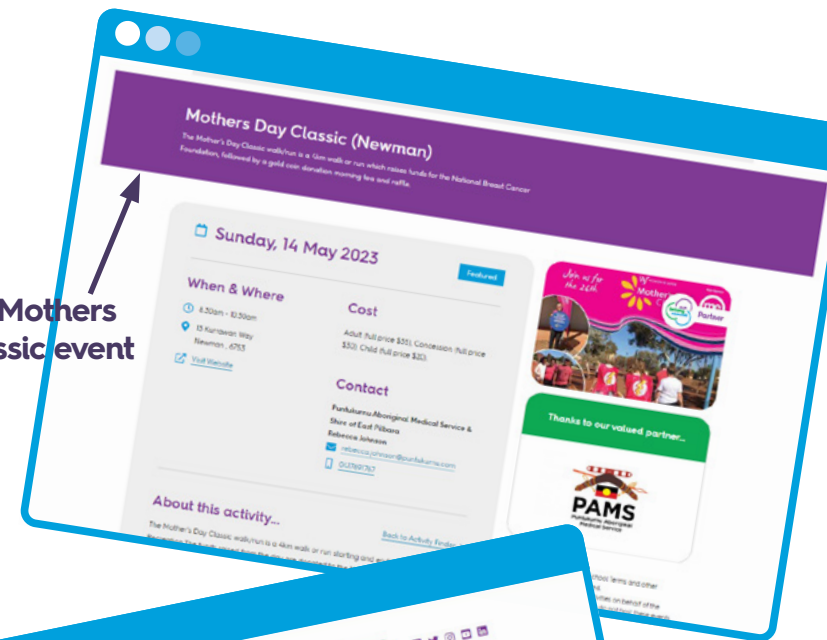
# Add any relevant activities and events to the Act Belong Commit® Activity Finder tool.

## Tips for adding an activity or event listing to the Activity Finder

1. Tick all the tags and categories that apply to your organisation or activity to make it easier for people to search for you.
2. Remember to tick the Act Belong Commit partner so this shows up in your listing and gives you an opportunity to show your logo as well as a picture.
3. Rather than one listing covering different events and activities, submit one listing that describes your organisation and separate listings for each type of event. If you have a particular activity that happens each month make this one listing. If you are holding a special one-off event, make that a separate listing.
4. Include an eye-catching high resolution image and your organisation's logo.
5. Make sure your town or suburb and/or \ organisation's name is included in the title or description to help people realise where and what your activity is about.

## Examples from some of our Partners

PAMS' - Mothers Day Classic event listing



Mums with Bubs - Weekly catch-up listing



## Promote the Act Belong Commit® Mental Wellbeing Quiz.

The Act Belong Commit Mental Wellbeing Quiz is a validated tool to help individuals think about their own mental wellbeing and check whether their lifestyle aligns with the message of Act Belong Commit.

Users are asked simple questions (based on the Warwick Edinburgh Mental Wellbeing Scale) and receive a report which gives them their own overall wellbeing score as well as score for their Act Belong Commit behaviours. They are also given suggestions on the things they could do to improve their mental wellbeing.

## Promote the quiz

Partners can encourage people to do the Mental Wellbeing Quiz simply by displaying the Act Belong Commit poster which invites people to 'Check in on your mental wellbeing'. The poster includes a QR code so that people can easily complete the questionnaire on their phones.

Partners can also include the QR code in your own promotional materials or via a hyperlink on your website or in a social media post.

## Host a competition

Partners can also encourage people to complete the wellbeing quiz through a QR code unique to your organisation and a dedicated landing page.

The website has been built to provide each Partner the opportunity to run a unique promotions and competitions for their particular audience.

Get in touch with the partnership team to find out more.

## Examples of how Partners have promoted the quiz



Include the Act Belong Commit® logo on promotional materials (such as posters or social media posts) when promoting your organisation, activities or events.

## How to include the logo on resources you develop

As well as adding our logo, organisations can download a footer panel that can be used to communicate that your organisation is an Act Belong Commit partner. This footer can be a subtle way to connect your activity/event/organisation to mental health benefits when you don't have the space to include a full message about mental wellbeing.

It can also be a useful way to regularly communicate your organisation is an Act Belong Commit partner.

## Examples from our own resources



Poster with Act Belong Commit partner footer

## Examples from some of our Partners



Poster with Act Belong Commit logo



# Use the Act Belong Commit® message when promoting your organisation, activities or events.

It can be useful to highlight to your potential participants that participating can boost mental wellbeing and provide ways to connect with others.

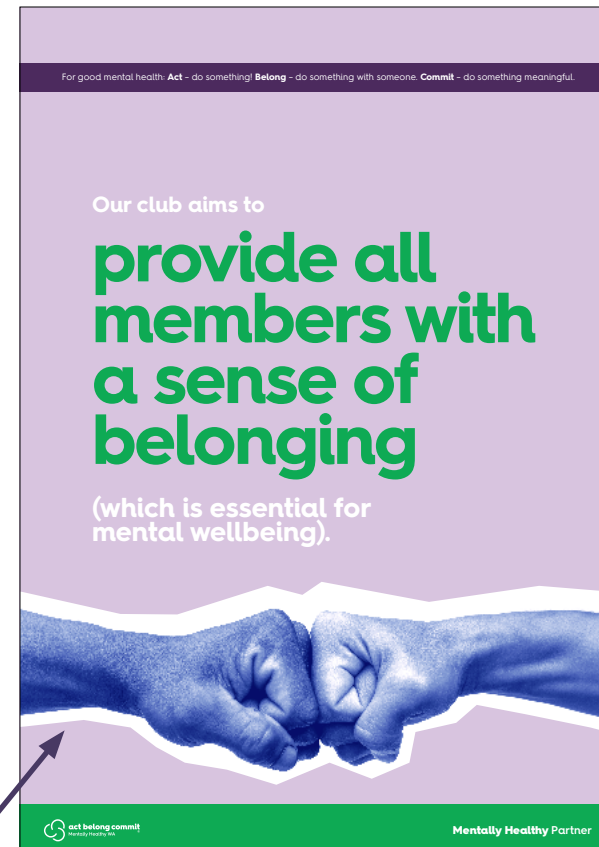
## Using a wellbeing message

As an Act Belong Commit partner you provide opportunities for people to do mentally healthy activities or contribute to a sense of belonging or allow people the opportunity to set goals.

This can be achieved by including one or more messages in promotional materials for an event or activity, or even on a permanent sign.

It is best for the Act Belong Commit logo to also be included. We also encourage Partners to send drafts through for our records so we can help

## Examples using a wellbeing message



Poster describing the benefits of belonging

## Examples using Act Belong Commit message



Act Belong Commit message alongside some activities the City of Joondalup has on offer

A co-branded banner developed to promote the benefits of being creative on wellbeing

## Include an Act Belong Commit® message (either as text or image) in email signatures.

We have a range of images designed especially to be added to the bottom of emails as a part of your email signature.

Adding a message to an email signature is a simple way of communicating to all stakeholders your connection to the Act Belong Commit campaign and once it's set up all your emails will carry the Act Belong Commit message.

## How to download the email signature images

Download the email signatures (there will be a selection in the folder) by clicking the button below.

You will need to unzip the folder.

## How to insert an image into a Microsoft Outlook email signature

How to insert image into Microsoft Outlook email signature:

1. Choose and download your preferred email signature image from the Act Belong Commit Partner Portal.
2. Open Microsoft Outlook and select 'New Email.'
3. Select 'Message.'
4. In the toolbar click on the 'Signature' Icon.
5. A drop-down menu will appear, select 'Signatures' (the last one).
6. Click the 'INSERT PICTURE' icon (the small icon next to the 'Business Card')

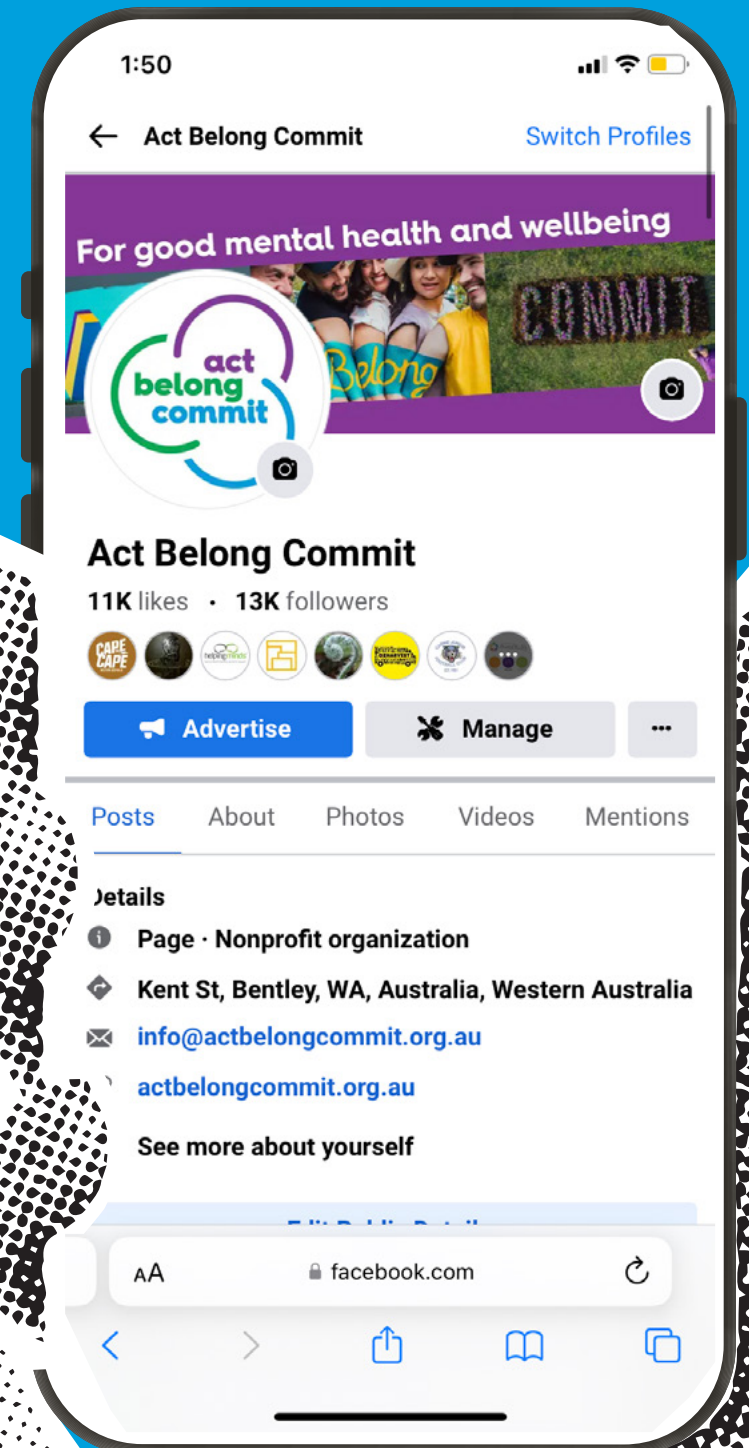




## Follow Act Belong Commit® on social media (Facebook and/or Instagram).

Search for @actbelongcommit on Facebook and Instagram and then choose follow.

Act Belong Commit regularly posts tips and strategies to the WA population. If any posts feel relevant to your organisations audience simply share to your page - it saves you the need to draft a new post on mental health and wellbeing.





## Tag @actbelongcommit in relevant posts

Social media is the communication channel of choice for many people and a great way for Partners to communicate their connection to Act Belong Commit and share tips for living a mentally healthy life

## Benefits of tagging Act Belong Commit using @actbelongcommit on social media

The Act Belong Commit team will be able to see your posts if and share it to our Facebook page which has more than 13,0000 followers, and our Instagram page which has more than 5,000 followers.

We share your posts because it:

- **Boosts your brand awareness amongst our followers** If Act Belong Commit is mentioned in your posts and stories it is like engaging in “electronic word-of-mouth” as the Act Belong Commit pages may then share to the thousands of followers. Studies show that doing this is an effective ways to increase brand awareness
- **Increases engagement from our followers.** Interactions become two-way conversations when you encourage your audience to tag you in their content. Instagram loves content that creates conversations – and two-thirds of people surveyed by Instagram said tagging enables them to have these interactions.

## How to tag @actbelongcommit

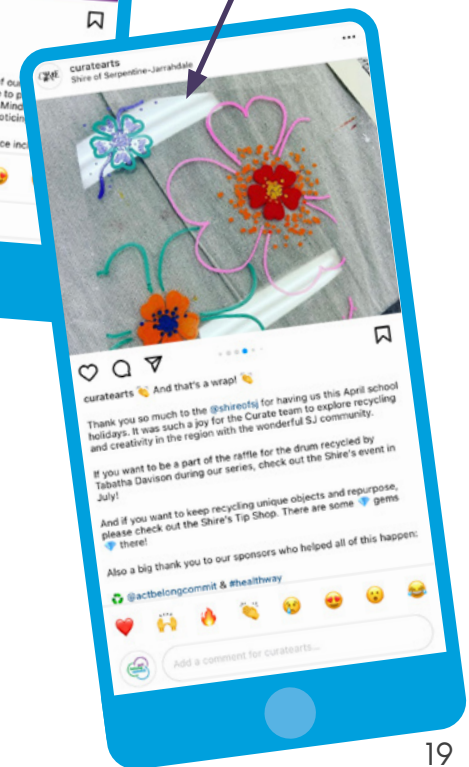
1. Once you're on the post creation screen, set up the post and write the caption. Before you publish, head to the Tag people settings.
2. In the Tag people settings, you'll be able to search for the brand you're looking to tag in your post. If you want the tag to appear in a specific place on the photo, just tap the image where you want to place it, and the search bar will automatically appear.
3. Once you find the brand account and have added them, hit Done. From there, you'll be able to make any last-minute settings changes, and then press Share to publish.

## Examples from some of our Partners



Curate Arts tagged Act Belong Commit using @actbelongcommit

Mindful May post created by EdConnect using messaging we provided



## Promote your organisation's Activity Finder listing/s on social media.

Want more people participating in the activities your organisation offers? Use your social media channels to promote your Activity Finder listing.

Promoting your Activity Finder listing in your social media will enable your followers to quickly click through to the listing and see all the details.

## Share directly from the Activity Finder listing

1. Find your listing on the Activity Finder.
2. Scroll down to the 'Share' section (after the 'About this activity').
3. Select which social media platform you would like to share it on. This will take you to the social media homepage.
4. Write a message to promote you listing, tag @actbelongcommit and click 'Post'.

## Use an Activity Finder promo tile in a social post

Complete the request online using our **customised resources form** or email [actbelongcommit@curtin.edu.au](mailto:actbelongcommit@curtin.edu.au) with the message to be included, the images to be featured and the deadline.

After submitting the form, you should receive a confirmation email notifying you that your order has been received. Designs will then be emailed through for approval.

## Example of how this could look





## Display the Act Belong Commit® partner decal (sticker) or other Act Belong Commit signage

Displaying the Partner decal, or using other signage, is one of the simplest ways to show your connection to Act Belong Commit as an official partner.

### How to order and display decal

You can order the Partner sticker using our interactive Resource Order Form which can be downloaded from the Resources page on the Partner Portal.

Stickers can be used in:

- In reception areas
- On front windows

### How to order other Act Belong Commit signage

Partners can purchase signage including pull-up banners and teardrop banners.

Pull-up banners are best for use inside. Example of where these are used include stakeholder meetings where Partners may want to promote they are an Act Belong Commit Partner.

Teardrops work well outside.

See pages 27 and 28 (co-branded signage) for more information.

### Examples from some of our Partners



Affixed to an entry window

## Display Act Belong Commit® posters, brochures or other paper-based materials.

Posters, brochures and other printed materials are effective tools in raising awareness of the connection between the events and activities Partners deliver with improving mental health and wellbeing.

When strategically placed these paper-based materials can spark interest with people choosing to look up more information or participate more frequently in mentally healthy activities.

## How to order these paper based materials

There's a wide range of Act Belong Commit posters. Key themes include using an Act Belong Commit message to promote your organisation; promoting an Act Belong Commit domain; and promoting the online tools.

You can order resources using our interactive Resource Order Form which can be downloaded from the Resources page on the Partner Portal.

## Tips on where to display these materials

Posters can be used:

- In reception areas, waiting rooms, in frames behind toilet doors.

Brochures and brochures can be used in waiting and reception areas.

## Examples from some of our Partners



Posters used within waiting areas at South Metropolitan Health Service

## Include a mental wellbeing message when promoting your organisation.

As an Act Belong Commit partner you provide opportunities for people to do mentally healthy activities. Encourage people to prioritise their mental wellbeing and highlight the mental wellbeing benefits of the things you offer by including a simple message. It will give people another reason to get involved and help them to see the opportunities to 'Act Belong Commit'.

## Ways to include an Act Belong Commit message

Simply include one or more of the following messages where it's appropriate. It might be on your website, in promotional materials for an event or activity, or even on a permanent sign.

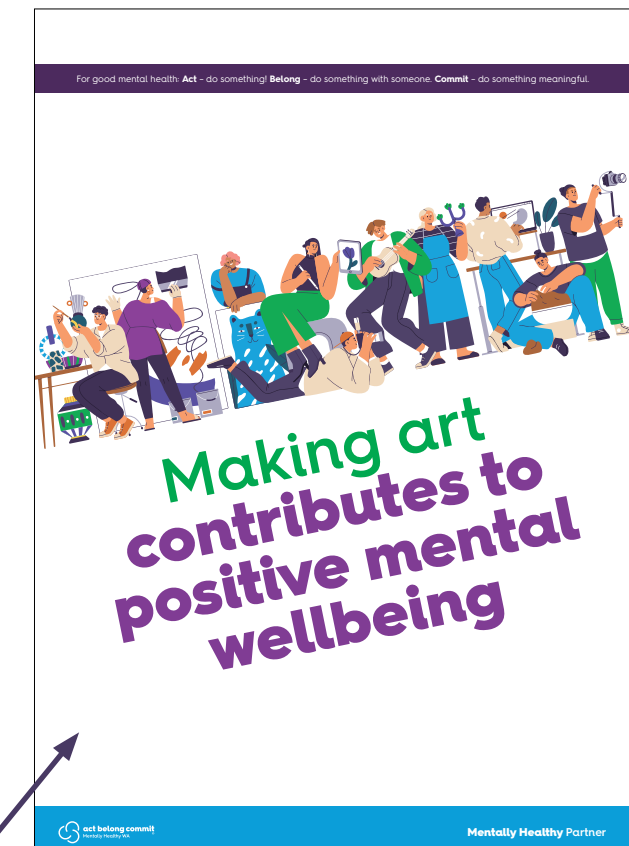
Link the message into the activity or event that you provide.

Eg. **Being a part of a dance group can foster a sense of belonging. It's all about joining in and connecting with others. At the Lakelands Performance Troupe, we have classes for all ages and ability! Dance is a great way to Act Belong Commit!**  
Check out our website for dates and times!

The messages work best when they have the Act Belong Commit logo displayed with them.

Need help with linking a mental wellbeing message with the activities that you provide, or creating promotional items such as posters, social media graphics and signs? We are more than happy to help!

## Examples using a wellbeing message



Poster encouraging people to participate in the arts by describing mental wellbeing benefits

# Support the Act Belong Commit®'s initiatives to promote mental wellbeing.

Throughout the year Act Belong Commit has special promotions focused on certain mentally healthy activities. Examples include 'Active August' (encouraging people to be active), and 'Neighbour Day' (prompting people to connect with others).

These initiatives use social media and other unpaid channels and depend on the support of our Partners.

For each initiative Act Belong Commit will promote relevant activities from the Activity Finder on social media, so it's important to keep your listings up to date.

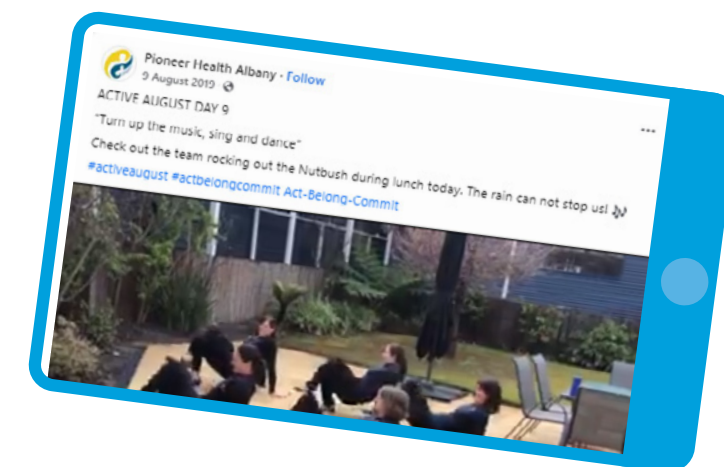
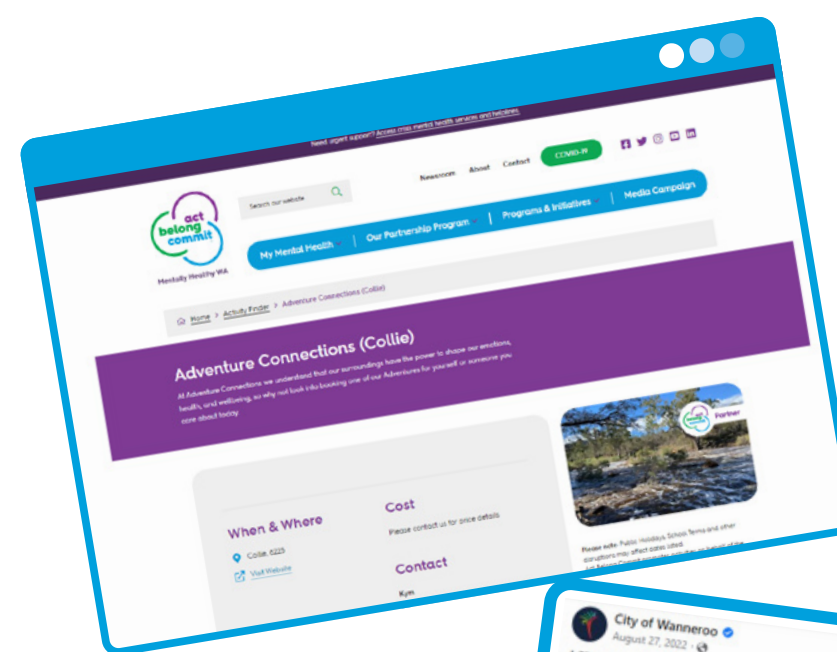
## Ways partners can participate in initiatives

For each promotion Act Belong Commit will develop partner resources such as fact sheets, news stories and social media tiles. Partners are encouraged to use these in newsletters, websites and social media channels.

Simple instructions on how to support a particular promotion are emailed to partners and the accompanying assets will be available to download from the Partner Portal on the website.

Act Belong Commit aims to provide assets to Partners at least one month before the launch date.

## Examples from some of our Partners







**Ordering**

**Act Belong Commit**

**resources including**

**co-branded resources**

# Using the resources created by Act Belong Commit®

A range of resources have been developed to help you promote the activities you offer and show how it relates to mental health and wellbeing (the resources may not all be available in hard-copy, so you may have to print the electronic version).

## Ordering free paper resources

**Our paper resources are free.**

You can order from our range of resources listed in our Resource Library.

### How to place your order

To order printed resources please fill in and submit the **resource order form** to notify us of your order request.

### To fill in the form

- Navigate to the resource type you are interested in.
- Type the number you require in the **QTY** box.
- Add the delivery details on the last page.
- Click the **Place my order** button to submit.

After submitting the form, you should receive a confirmation email notifying you that your order has been received. Order quantities will then be reviewed and, if available, your resources will be delivered to you as soon as possible. If any of the resources you have requested are out of stock, they will be distributed to you as soon as they become available.

If you are having trouble submitting your resource order please contact [actbelongcommit@curtin.edu.au](mailto:actbelongcommit@curtin.edu.au)

## Purchasing signage or merchandise

Act Belong Commit signage is available for Partners to purchase and keep.

Act Belong Commit has negotiated for discounted signage rates with a preferred supplier. Discounted printing can be organised by Act Belong Commit or a list of recommended printing suppliers can be provided.

Artwork can also be co-branded.

A limited number of large format assets like our marquees are available for loan as the unit price is too expensive for most Partners to purchase.

# Ordering customised co-branded resources

**Do you want your own Act Belong Commit posters with your own personal touch for your organisation or community?**

**Design your own Act Belong Commit signage to promote your activities and organisation and show how they relate to mental health and wellbeing. This will allow you to include use your own logos, messages and images.**

## Ordering free customised digital and social media assets

Complete the request online using our **co-branded resource order form** or email [actbelongcommit@curtin.edu.au](mailto:actbelongcommit@curtin.edu.au) and describe the message to be included, attach the images to be featured and the deadline.

After submitting the form, you should receive a confirmation email notifying you that your order has been received. Designs will then be emailed through for approval.

## Purchasing customised paper resources

Simply complete the request online using our **co-branded resource order form** or email [actbelongcommit@curtin.edu.au](mailto:actbelongcommit@curtin.edu.au) and describe the message to be included, attach the images to be featured and the deadline.

**Act Belong Commit will provide design services free of charge.**

You can print resources yourself or discounted printing can be organised by Act Belong Commit. Partners will be issued an invoice to pay Curtin University.

High resolution PDFs will be provided to all Partners.

## Purchasing customised signage

Email [actbelongcommit@curtin.edu.au](mailto:actbelongcommit@curtin.edu.au) with the message to be included, the images to be featured and the deadline, or complete the request online using our **co-branded signage request form**.

**Act Belong Commit will provide design services free of charge.**

Discounted printing can be organised by Act Belong Commit. Partners will be issued an invoice to pay Curtin University.

High resolution PDFs will be provided to all Partners.



**Using**

**Act Belong Commit**

**branding & messaging**





# Act Belong Commit<sup>®</sup> branding, messaging and talent release form

Integration of the Act Belong Commit message in the community has always been one of the campaign's major success stories. We ask that key stakeholders and partners continue to help promote Act Belong Commit where relevant and appropriate.

## Act Belong Commit<sup>®</sup> branding guidelines

In response to an evolved audience and environment, the Act Belong Commit campaign and brand was revitalised in 2020 so that it continues to resonate in a contemporary context but still draws on brand legacy.

## Mental wellbeing messaging tips

To maintain message consistency the following succinct messages have been developed to support stakeholders and partners to extend the campaign message within their settings to ensure consistent promotion of the message. We have provided a few options for each key message theme.

## Talent release forms

Asking people to permit Act Belong Commit to use photographs, video, audio or digital images enables the program to use the examples in a range of materials such as newsletters or case studies to help other Partners.

The Curtin University talent release form is available for download. Send completed forms to Act Belong Commit.

# How to correctly use the Act Belong Commit brand

## Act Belong Commit<sup>®</sup> logos

### PERMITTED USE

To identify organisation as an Act Belong Commit partner.

To co-brand a Partner's program, event or activity.

### CONDITIONS

All messages must comply with section 1.2 of the license agreement.

Must comply with logo use described within the current Act Belong Commit Brand Style Guide.

## Act Belong Commit<sup>®</sup> branding

### PERMITTED USE

In any co-branded promotion using Act Belong Commit in the Partner's program, event or activity.

### CONDITIONS

All messages must comply with section 1.2 of the license agreement.

Must comply with logo use described within the current Act Belong Commit Brand Style Guide.

## Act Belong Commit key messages and content

### PERMITTED USE

- In any promotion of the Partner's program, event or activity that describes a relationship to mental health and wellbeing outcomes.
- In any co-branded promotion of the Partner's program, event or activity that describes a relationship to mental health and wellbeing outcomes.

### CONDITIONS

Must comply with key messages as described within the current Act Belong Commit Brand Style Guide.

## Mental health and wellbeing content

### PERMITTED USE

- Any content (digital or non-digital) relating to mental health and wellbeing.
- Any content (digital or non-digital) relating to the Partner's program, event or activity that describes a relationship to mental health and wellbeing outcomes.

### CONDITIONS

Must be consistent with content from the Act Belong Commit website or current (digital or non-digital) resources. Additional content may also be taken from relevant sections of the current Campaign Community Kit.

# How to correctly use the Act Belong Commit resources

## Digital resources

### PERMITTED USE

In any digital promotion of Act Belong Commit by the Partner.

Digital promotion may include, but is not limited to, static and video assets used on or within:

- Social media
- Website banners
- Intranet
- Email signatures
- Digital screens
- Any other digital channel

### CONDITIONS

All messages must comply with section 1.2 of license agreement.

Only the current version of Act Belong Commit assets can be used. Current resources are described within the current Act Belong Commit Partnership Program Resource and Signage Order Forms and current Campaign Community Kit.

## Printed resources

### PERMITTED USE

In any non-digital promotion Act Belong Commit by the Partner.

Type of assets may include, but is not limited to:

- Paper based (such as posters)
- Signage (such as teardrop banners)

### CONDITIONS

All messages within these assets and venues where these assets are placed must comply with section 1.2 of license agreement.

Must comply with logo use described within the current Act Belong Commit Brand Style Guide.

## Assets from the statewide mass media health promotion campaign

### PERMITTED USE

Type of assets may include, but is not limited to:

- Video (such as television commercials)
- Audio (such as radio commercials)
- Static (such as newspaper advertisements)

### CONDITIONS

Partners must seek permission from Mentally Healthy WA before use as production and talent costs may be incurred.

## Act Belong Commit online tools

### PERMITTED USE

May be used and shared using a hyperlink to the relevant section on the Act Belong Commit website.



**Using the**

**Act Belong Commit**

**Partner Portal**



# Partnership Portal

The Partner Portal allows for each Partner to have online access to the assets and information that has been developed specifically for the Act Belong Commit Partners.

## About the online portal

The Partner Portal is a password web-based, dedicated area providing all Partners access to a wide range of Act Belong Commit resources and assets. The information (and corresponding resources) have been saved into distinct areas. You can access these spaces from the homepage of the Act Belong Commit website via the green button, or the far right of the top navigation bar.

The goal of a secure and dedicated portal is to make it easier for Partners to confidently access current versions of our resources and assets and to reduce the risk of experiencing access issues (such as broken links).

[actbelongcommit.org.au/partnership-portal](https://actbelongcommit.org.au/partnership-portal)

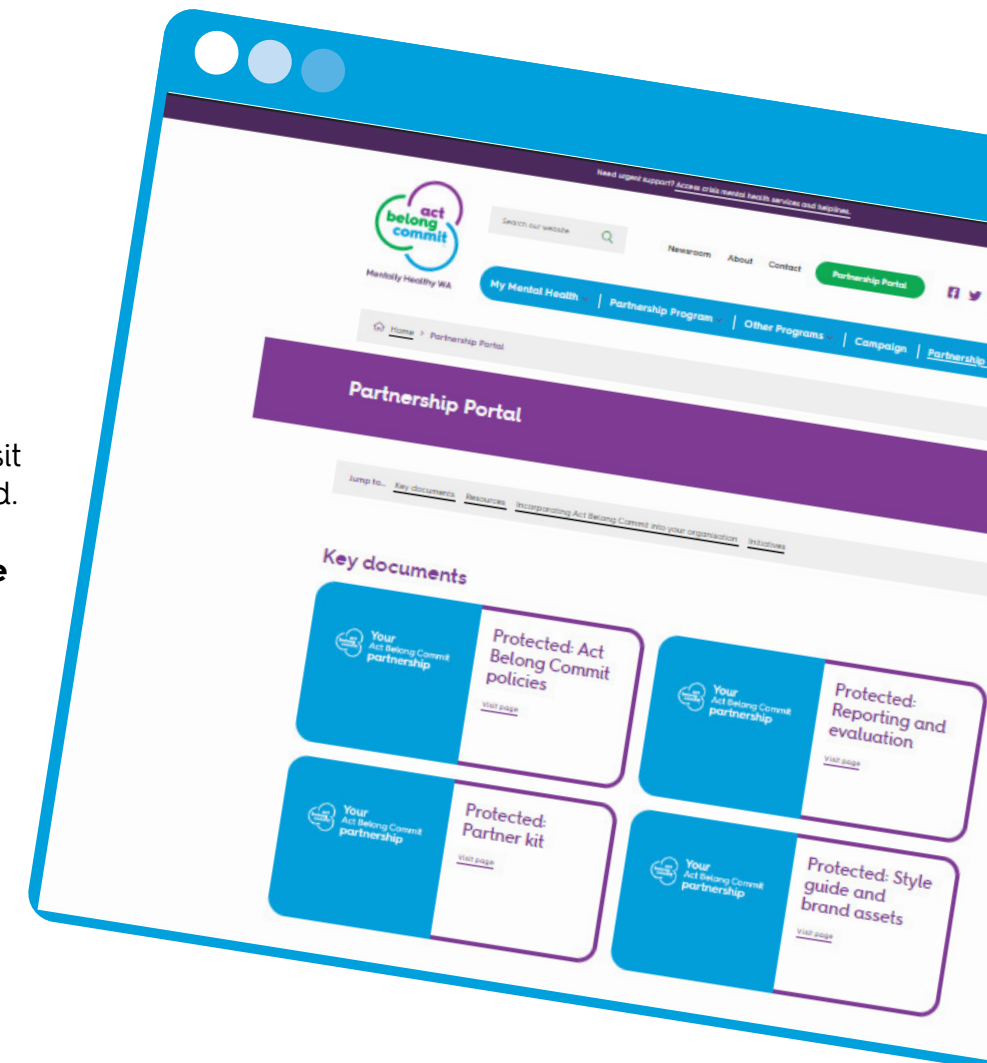
## How to login to the Portal

**Correct as of May 2023**

Password to access all pages is:  
ActingBalletCraft

Once you have logged into the portal and saved your password you will be able to revisit the portal without the need for your password.

**If you experience any issues logging into the page, or have any feedback, please call us on 08 9266 1705.**





**Your**

**Act Belong Commit**

**reporting**

# Reporting requirements

**Act Belong Commit uses feedback from partners to inform future program planning and refinement. This is made possible by Partners completing the online survey.**

## Why Act Belong Commit® need the online survey completed.

Different types of evaluation (formative, process, impact, outcome) are required at different stages of planning and implementing a program.

Act Belong Commit uses evaluation activities in a way that is much broader than measuring before and after changes as a result of the program. The program utilises stakeholder consultation, needs assessment, testing, measuring outputs, monitoring implementation activities, and assessing how a program works, its strengths and limitations.

The twice annual survey measures the motivation for joining the Program and history of participation; number of promotions held and resources disseminated; collaboration with other Partners; development of new materials and activities; and facilitators and obstacles or barriers.

**“Evaluation’s most important purpose is not to prove but to improve” -  
D. Stufflebeam**





# Your Act Belong Commit partnership

## KEY CONTACTS

### Partnerships Coordinator

(08) 9266 4648

[actbelongcommit@curtin.edu.au](mailto:actbelongcommit@curtin.edu.au)

## OTHER CONTACT INFORMATION

### Postal address

Curtin University

GPO Box U1987

Perth WA 6845

### Phone

(08) 9266 1705

### Office address

Curtin University

Bentley Campus

School of Population Health

Kent Street

Bentley WA 6102

### Email

[actbelongcommit@curtin.edu.au](mailto:actbelongcommit@curtin.edu.au)

### Website

[actbelongcommit.org.au](http://actbelongcommit.org.au)

### Social media

[@actbelongcommit](https://www.instagram.com/actbelongcommit)