



Richmond

YWCA Richmond Brick Campaign Guidelines & Inscription Policy

Thank you for supporting The Heights through the YWCA Richmond Brick Campaign. Each engraved brick represents a lasting investment in a stronger, safer, and more equitable future for our community.

To ensure the integrity and inclusivity of this shared community space, all inscriptions are subject to the following guidelines.

Inscription Approval

All brick inscriptions are reviewed and approved by YWCA Richmond prior to production. YWCA Richmond reserves the right to decline or request modifications to any inscription that is deemed inappropriate or inconsistent with the organization's mission and values.

Prohibited Content

The following types of inscriptions will not be approved:

- Profanity, vulgarity, or obscene language
- Hate speech or discriminatory language
- Political statements, endorsements, or campaign messaging
- Websites or phone numbers
- Sexually explicit or violent content
- Messages that infringe upon trademarks or copyrights
- Symbols, emojis, or unsupported special characters
- Any content determined to be divisive, harmful, or inconsistent with the values of YWCA Richmond

Formatting Guidelines

- Character limits include spaces and punctuation
- YWCA Richmond reserves the right to adjust spacing, capitalization, punctuation, or line breaks for consistency and readability
- Brick placement locations cannot be guaranteed

- Once approved and submitted for engraving, orders are non-refundable due to the custom nature of the product

Anonymous Recognition Option

Donors who wish to remain anonymous may choose to engrave one of YWCA Richmond's core values in place of a personal message or name:

- Peace
- Justice
- Dignity
- Freedom

This option allows supporters to participate meaningfully while maintaining privacy.

Brick Errors, Replacement, and Repairs

YWCA Richmond is not responsible for errors submitted by the donor during the ordering process, including spelling, punctuation, or formatting mistakes approved at the time of submission. If an engraving error is made during production, YWCA Richmond will work with the vendor to correct the issue.

If an engraving or production error is made by the vendor or YWCA Richmond, the brick will be replaced at no cost to the donor.

YWCA Richmond reserves the right to determine whether a brick requires replacement due to excessive wear, damage, vandalism, or construction-related issues. While every effort will be made to preserve and maintain the installation, YWCA Richmond cannot guarantee replacement of bricks damaged by circumstances beyond its control.

Final Authority

YWCA Richmond reserves the right to make final decisions regarding all inscription approvals, formatting, installation, and campaign administration.

Thank you for helping build a lasting legacy at The Heights.