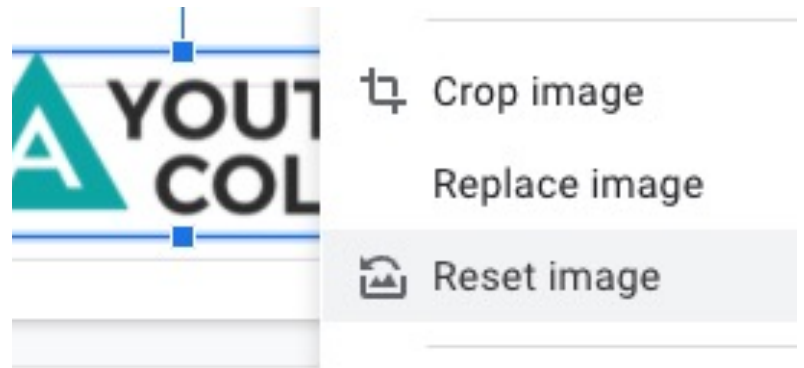
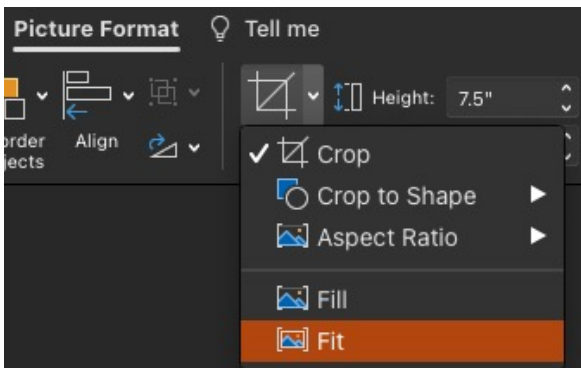


# INSTRUCTIONS

We're thrilled you're considering putting on a donation drive for AYA!

Below are brief instructions on how to add your logo to the template and share with your organization, church, or community.

1. Open the PPTX file in PowerPoint or Google Slides. To open the file in Google slides, go to **[docs.google.com/presentations](https://docs.google.com/presentations)** and create a blank presentation. Go to File > Open > Upload and upload the file.
2. Add your company or organization's logo to the image placeholder. If the logo is cropped and not fitting within the placeholder, select the logo, select **Picture Format** in the menu, then select **Fit** in the crop settings. On Google Slides, right click the logo and select **Reset Image** to reveal the full image. Resize it if necessary.



3. When you have finished, select **File > Export > PDF** in PowerPoint, or **File > Download > PDF** in Google Slides.. Be sure to save it somewhere on your computer where you can find it.

Items can be delivered or dropped off to AYA at **320 State Street SE, Grand Rapids, MI 49503**. Our drop-off hours are Mondays and Thursdays from 11am to 1pm.

**Thank you for your support!**