



LOGO APPROVAL FORM

Group requesting approval:

Name of Group: _____ Contact Name: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ E-mail Address: _____

District: _____ Area: _____

Approval Required By: _____

Things you need to know:

- Allow up to one month from the date of submission for approval.
- Any items that carry the signature "Girl Guides of Canada" or "Guides Canada" and/or logo **must** be approved. Any items for use in Guiding (whether or not the signature or logo is used) must also be approved, such as clothing, key chains, crests, mugs, pens, etc.
- Refer to the "Guidelines for use of the logo" in the Visual Identity Manual and POR Section 3 to ensure proper usage.
- A **computer-generated image** (not hand-drawn) of the item(s) must be submitted. It should be actual size; otherwise, give dimensions. Please state colours.
- It is preferred that submissions be made by e-mail (if possible).
- Any items using the World Symbol(s) or other Regional symbols must go to National Council, then the World Bureau, for approval. Since this may take several months, please plan accordingly.
- Insignia intended to be worn on the uniform (pins, badges, patches, buttons, crest, etc.) must go to National Council for approval. Since this may take several months, please plan accordingly.
- Items available from National Merchandising **cannot** be produced.
- If you incorporate another organization's logo into your item(s), you must obtain and submit written approval from them with this request.
- Once an item is approved, it may be reproduced without seeking further approval.
- An approved logo may be re-used changing the shape or event date without further permission. Other elements of the design must stay the same.

Type of Item	Colours	Shape and Dimension
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Description of the Design: _____

Please submit items to:

Logo Approval, c/o Guide House,
3581 Dutch Village Road, Halifax, Nova Scotia, B3N 2S9
ggcns@girlguides.ns.ca

Date Received: _____

Approved: _____ Yes _____ No (if no, reason being returned) _____
