

# LOGO/SYMBOL USE APPROVAL FORM

For approval of use of the Girl Guides logo or symbol on crests, clothing and other items

## PROCEDURE

Your *Logo/Symbol Use Approval Form* will be reviewed as per the guidelines below. To ensure there is no delay in the approval process:

- Fully complete the form
- Obtain area approval
- Attach your drawing/scan/file showing your use of the logo/symbol

1. **Send the completed form to the provincial PR committee for approval.** Provincial event coordinators should send the approval form directly to the provincial PR adviser.  
Choose one of the following options:
  - a. **E-MAIL** to your Area Commissioner or area PR adviser; they will forward it to the PR committee at [ggclogo@bc-girlguides.org](mailto:ggclogo@bc-girlguides.org) (guideline response time for e-mailed applications is two [2] weeks)
  - b. **FAX** to 604-714-6645 (guideline response time for faxed applications is three [3] weeks)
  - c. **MAIL** to Logo/Symbol Approval, Girl Guides of Canada, BC Council, 1476 West 8<sup>th</sup> Avenue, Vancouver, BC V6H 1E1 (guideline response time for mailed applications is six [6] weeks)
2. **Once your design has been approved and you have created your crest, t-shirt, hat, etc., send one of your finished products to the provincial archives/museum committee.** Include any information of interest on the product (such as the name of the designer, information about the event, the date produced, the symbolism of the design, etc.). Please mail it to the provincial archives/museum committee at the provincial office.

Check out [www.bc-girlguides.org](http://www.bc-girlguides.org) for useful information on developing crests and “traders,” including points to remember when using the logo or symbol, points to remember when creating a design and hot tips for designing crests.

### Purpose of this item

The “story” behind the item: why (the purpose/symbolism); by whom; when and where it will be used; to whom it will be distributed

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### Design submitted by

Please also indicate your area name and committee name

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### Logo/symbol use has been reviewed by your area

Area Commissioner or area PR adviser name

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### Contact person’s name

Once this usage has been reviewed by the provincial PR committee, approval to be sent to

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### Mailing address

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Fax 

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E-mail 

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Preferred method of contact

E-mail

Fax

Mail