

Sigma Phi Omega Key Logo Usage Policy Guidelines

Policy:

The name “Sigma Phi Omega International Academic Honor and Professional Society in Gerontology”, herein noted as SPO is the private and exclusive property of SPO and the use is exclusively controlled and regulated by SPO Executive Board.

Procedure:

Limited use of the Key Logo is permitted by active college Chapters without full Executive Board approval. College Chapters of SPO are permitted to use the SPO Key Logo on their Chapter Websites as long as there is an active chapter at the college. The name “Sigma Phi Omega International Academic Honor and Professional Society in Gerontology” may be simply shortened to “Sigma Phi Omega International Honor Society”. Any other usage or alteration of the name is prohibited. Additionally, the name of the Chapter must precede SPO.

Example:

Alpha Chapter/Sigma Phi Omega International Honor Society

Recruitment banners, induction programs, flyers, and bulletin boards may also use the Key Logo without full Executive Board approval.

Limited Use Approval. To use the SPO Key Logo on any of the above items needs signature by two current members of the SPO Executive Board. Please submit your request via email to spogerontologymembership@gmail.com at least 45 days prior to using the logo. Include a brief description of your project and a picture/drawing of your banner, flyer, bulletin board or link to your website. You will receive an email with the decision within 10 working days.

Formal Approval.

Promotional and sale items such as t-shirts, bookmarks, book bags/totes, mugs, glassware, needlepoint patterns, pens, plaques, sweatshirts, hats, visors, jewelry, etc) may be authorized by SPO’s Executive Board through the following formal procedures. Submit a “Formal Request for Usage of SPO Key Logo” form to spogerontologymembership@gmail.com at least 45 days prior to using the logo. Include a brief description of your project and a picture/drawing of your artwork. You will receive an email with the decision within 10 working days.

Formal Request for Usage of SPO Key Logo

Submit this completed form to spogerontologymembership@gmail.com with the subject line, "Formal Request for Usage of SPO Key Logo". You will be emailed with the Executive Board's decision within 5-10 working days.

Chapter Information:

Chapter Name: _____

Advisor Name: _____

Advisor E-mail: _____

Contact Person for Request (if not Chapter Advisor): _____

Contact Person's Email: _____

Contact Person's Position With Chapter: _____

Request:

We request permission to use the SPO Key Logo on the following item(s):

*Please attach a sample design of the item(s)

We, the above Chapter, agree to adhere to all SPO Key Logo guidelines as set forth by the SPO Executive Board. Signed:

Advisor or Alternate Signature

Date

Vendor Information:

Name & Company: _____

Address: _____

Vendor's Contact Name: _____

Contact E-mail/Phone: _____