



## Logo/Trefoil Use Approval Form

Requests to use the Girl Guides of Canada logo or Trefoil on crests, clothing and other items are reviewed by the BC PR committee and must comply with the GGC Event Merchandise Guidelines.

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### Procedure

1. Review the Girl Guides of Canada Event Merchandise Guidelines:  
[http://www.girlguides.ca/web/Documents/MZ/AssetLibrary/Brand\\_Assets/GGC\\_Event\\_Merchandise\\_Guidelines\\_2017.pdf](http://www.girlguides.ca/web/Documents/MZ/AssetLibrary/Brand_Assets/GGC_Event_Merchandise_Guidelines_2017.pdf)
2. Create the design in accordance with the above guidelines.
3. Complete this Logo/Trefoil Use Approval form and send it, along with a copy of your design, to your area commissioner or area PR Guider. (Provincial event coordinators and provincial committees submit directly to the provincial PR Committee.)
4. Once the design has been approved at the area level, submit the approved form and design to [bcgglogo@bc-girlguides.org](mailto:bcgglogo@bc-girlguides.org). **Initial response time is usually less than 72 hours.**

***Please note:** You will be asked to submit a copy of the design as drafted by the manufacturer (a design proof). If you would like to submit a hand-drawn design for initial approval, the PR Committee can grant conditional approval and will ask that you submit the design proof before proceeding with production.*

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### Information about the item

When and where will the item be used? \_\_\_\_\_

To whom it will be distributed? \_\_\_\_\_

If the item is a crest, does it include the event date? If not, why not? \_\_\_\_\_

If the item is an item of clothing, what colour will it be? (Please include a sample of the colour in your submission.) \_\_\_\_\_

**Design created by:** \_\_\_\_\_

**Design submitted on behalf of** \_\_\_\_\_

(unit, district, area and/or committee name): \_\_\_\_\_

**Compliance with GGC Event Merchandise Guidelines reviewed by (area commissioner or area PR Guider):**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Request submitted by:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Name and email of company producing the item:** \_\_\_\_\_