­­­Logo/Trefoil Use Approval Form

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| 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 Merchandise Standards.  |
| ***Crests and merchandise must not be produced without the approval of the BC PR Committee.***Procedure1. Review the Girl Guides of Canada Merchandise Guidelines and the BC Logo Approval Guidelines available on the [BC PR Resources & Logo Use](https://www.girlguides.ca/web/BC/Member_Services/Public_Relations/PR_Resources_Logo_Use/BC/Volunteers/Guider_Resources/PR_Resources/Logo_Use.aspx?hkey=0f5821f4-eb58-491e-9533-af4a0aa9ca6f) web page.
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.)

***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.*1. Once the design has been approved at the area level, submit the approved form and design to bc-logo@girlguides.ca. **Initial response time is usually five business days.**
2. Once the item has been produced, please send a digital copy (for example, a photo or the design proof) to the provincial [Archive Committee](https://www.girlguides.ca/web/BC/Member_Services/Public_Relations/Archives_Museum/BC/Volunteers/Guider_Resources/BC_Provincial_Committees/Archives.aspx).
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| **Information about the item:** |
| When and where will the item be used? | Enter text |
| To whom it will be distributed? | Enter text |
| If the item is an item of clothing, what colour will it be? (Please include a sample of the colour in your submission.) | Enter text |

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| **Design created by:** | Enter text |
| **Design submitted on behalf of**(unit, district, area and/or committee name): | Enter text |

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| **Compliance with GGC Merchandise Standards reviewed by (area commissioner or area PR Guider):** |
| Name: | Enter name | Email: | Enter email |

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| **Request submitted by:**  |
| Name: | Enter name | Email: | Enter email |

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| **Name and email of company producing the item:** | Enter text |