

Use of Logo Policy

POLICY: Use of Logo		CUSTODIAN: Director of Development
POLICY NUMBER: 410.04		REVIEW DATE: March 10, 2017
APV'D DATE: 5/01/2017		
EFFECTIVE DATE: 5/01/2017		
REFERENCES: N/A		

Part 1. Policy Background and Purpose

The White Earth Tribal and Community College (WETCC) logo is an important part of our brand. It represents our identity and is a valuable piece of our existence.

To ensure WETCC communications, both internal and external, are representative of the organization, the use of the WETCC official logo shall be restricted.

Part 2. Definitions

Modification includes, but is not limited to: any change to the scale or rotation, design, colors, artistic effects.

The WETCC logo means a symbol or other design, mark, emblem or symbol adopted by WETCC as its identity. The logo includes recognizable and distinctive graphic design, stylized name, unique symbol or another device for identifying WETCC.

Part 3. Responsibility

The Director of Development has overall responsibility for the implementation of this policy and the accompanying marketing procedures.

It is the responsibility of anyone who wishes to use the official WETCC logo to be aware of this policy and follow it as appropriate.

The Director of Development shall consider requests for use of the WETCC logo.

Part 4. Policy

Subpart A. Use of WETCC Logo

Any staff member who is communicating with external users must use the official letterhead format which includes the WETCC logo.

Any other use of the WETCC logo requires written permission from the Director of Development or College President.

Subpart B. Authorized Use

WETCC logo is the sole and exclusive property of White Earth Tribal and Community College.

The WETCC official logo is available for use in official communications and marketing or other publicity materials for the benefit of White Earth Tribal and Community College.

Subpart C. Unauthorized Use

1. Any use of WETCC logo that does not comply with this policy is not authorized; unauthorized use must be discontinued immediately.
2. WETCC logo may not be used in the following manners:

No logo or WETCC name may be used in any way that suggests WETCC is affiliated with, sponsors, approves or endorses an individual, organization, website, product or services, unless authorized in advance; an official letter of recommendation for a student or staff member is not included in prohibited use.

No logo may be used in any way that mischaracterizes any relationship between some other individual or organization and WETCC.

No modification of WETCC logo is allowed without express written permission in advance.

3. No logo may be used or displayed in any of the following ways:
 - In any manner that, at the sole discretion of WETCC, discredits White Earth Tribal and Community College or tarnishes its reputation and/or goodwill;
 - In any manner that infringes, dilutes, depreciates the values, or impairs the rights of WETCC in the logo;
 - In any manner that is false or misleading;
 - In connection with any pornography, illegal activities, or other materials that are defamatory, libelous, obscene, or otherwise objectionable in the discretion of WETCC;
 - In any manner that violates the trademark, copyright, or any other intellectual property rights of others;
 - In any manner that violates a law, regulation, ordinance or public policy; or
 - As a part of a name of a product or service of a company other than WETCC.

Subpart D. Copies or Samples

Any user of the WETCC logo must, upon request, provide copies or samples of any materials that include the logo.

Subpart E. Final Decision

The decision of the Director of Development and/or College President as to the authorized use of the WETCC logo shall be final.