

FCPS Logos – Usage Request Form

1. Name of outside organization or individual:

2. Contact information:

(person)

(mailing address)

(phone numbers)

(e-mail)

3. Request to use: (check one or both)

FCPS logo

Individual school logo

(name of school)

4. Describe how the logo will be used (e.g., signage, clothing, print). Include details and drawings if applicable.

5. Describe intended purpose for using the logo.

6. Indicate time period permission is requested (i.e., from start to end).

Start date:

End date:

7. Is logo being used for commercial gain?

Yes

No

8. If you answered 'yes' to question 7, has licensing agreement been obtained from FCPS chief of staff and legal counsel?

Yes

No

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APPROVED:

Yes

No

Signature

Date